

CORNELL UNIVERSITY

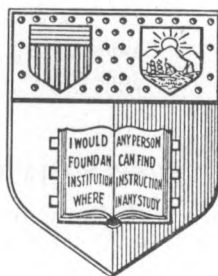
OFFICIAL PUBLICATION

NOVEMBER 4, 1951

School of

Hotel Administration

ANNOUNCEMENT
FOR SESSIONS OF
1951-52 and 1952-53



The University Calendar

1951-52

1952-53

FALL TERM

FALL TERM

Freshman Orientation Sept. 14, *F*
 Registration Sept. 17-18, *M-T*
 Instruction begins Sept. 19, *W*, 1 p.m.
 Midterm grades due Nov. 7, *W*

Sept. 19, *F*
 Sept. 22-23, *M-T*
 Sept. 24, *W*, 1 p.m.
 Nov. 12, *W*

Thanksgiving recess:

Instruction suspended Nov. 21, *W*, 12:50 p.m.
 Instruction resumed Nov. 26, *M*, 8 a.m.

Nov. 26, *W*, 12:50 p.m.
 Dec. 1, *M*, 8 a.m.

Christmas Recess:

Instruction suspended Dec. 19, *W*, 10 p.m.
 Instruction resumed Jan. 3, *Th*, 8 a.m.
 Examinations begin Jan. 21, *M*
 Examinations end Jan. 30, *W*
 Midyear holiday Jan. 31, *Th*

Dec. 20, *S*, 12:50 p.m.
 Jan. 5, *M*, 8 a.m.
 Jan. 26, *M*
 Feb. 4, *W*
 Feb. 5, *Th*

SPRING TERM

SPRING TERM

Registration Feb. 1-2, *F-S*
 Instruction begins Feb. 4, *M*
 Midterm grades due Mar. 22, *S*

Feb. 6-7, *F-S*
 Feb. 9, *M*
 Mar. 28, *S*

Spring recess:

Instruction suspended Mar. 22, *S*, 12:50 p.m.
 Instruction resumed Mar. 31, *M*, 8 a.m.
 Examinations begin May 26, *M*
 Examinations end June 3, *T*
 Commencement Day June 9, *M*

Mar. 28, *S*, 12:50 p.m.
 Apr. 6, *M*, 8 a.m.
 June 1, *M*
 June 9, *T*
 June 15, *M*

CORNELL UNIVERSITY OFFICIAL PUBLICATION

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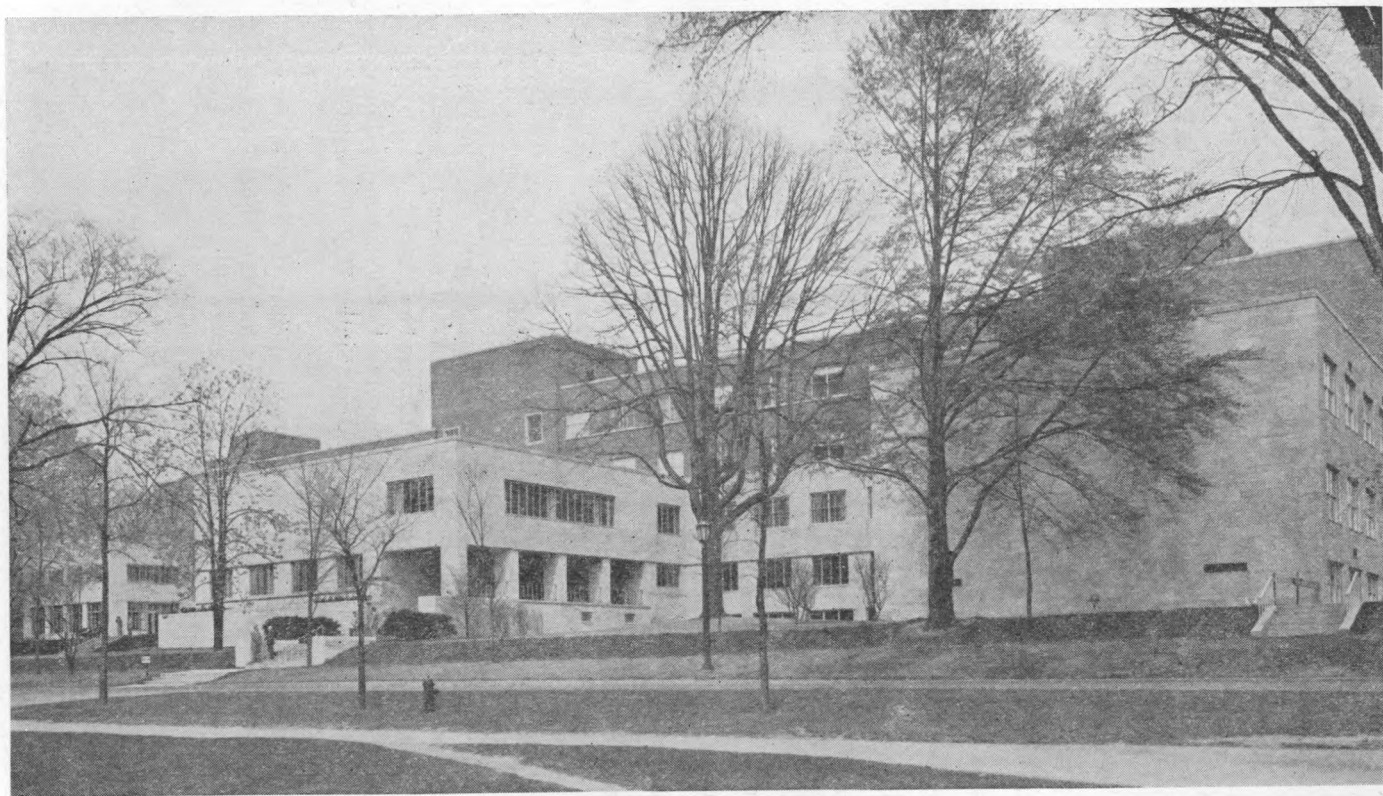
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CORRESPONDENCE

Correspondence concerning admission (see page 39) and adjustment of credentials should be addressed to the Director of Admissions, Cornell University, Ithaca, New York.

Correspondence concerning the content of hotel courses should be addressed to Director H. B. Meek, Statler Hall, Cornell University, Ithaca, New York.

Correspondence concerning credit against the hotel-practice requirement should be addressed to the Chairman, Hotel-Practice Committee, Statler Hall, Cornell University, Ithaca, New York.



Statler Hall, Home of School of Hotel Administration

Faculty

(As of September 19, 1951)

STAFF OF ADMINISTRATION

Deane Waldo Malott, A.B., M.B.A., LL.D., President of the University
Carleton Chase Murdock, Ph.D., Dean of the University Faculty
Elizabeth Lee Vincent, Ph.D., Dean of the College of Home Economics
Howard Bagnall Meek, Ph.D., D.Sc. in Ed., Director of the School and Professor
of Hotel Administration
Arthur Howard Peterson, M.A., Director of Finance of the State Colleges and
Assistant Treasurer of Cornell University; Professor of Business Administration
Blanche Fickle, M.A., A.B. in Library Science, Junior Librarian, Hotel Administration

STAFF OF INSTRUCTION

This list includes only those members of the University instructing staff who are directly engaged in giving courses regularly taken by students of Hotel Administration.

Cornelius Betten, Ph.D., D.Sc., Professor of Entomology, Emeritus
Beulah Blackmore, B.S., Professor of Textiles and Clothing, Emeritus
Flora Rose, M.D., D.Ped., D.Sc., Professor of Home Economics, Emeritus
Ralph Hicks Wheeler, B.S., Professor in Extension Service, Emeritus
James H. Barrett, Ph.D., Assistant Professor of Hotel Accounting
Damon Boynton, Ph.D., Professor of Pomology
Henry Arthur Carey, A.B., LL.B., Lecturer in Hotel Administration
Charles Edward Cladel, M.S., C.P.A., Associate Professor of Hotel Accounting
J. William Conner, B.S., Secretary-Treasurer, Statler Club; Manager, Statler Inn;
Acting Assistant Professor of Hotel Administration
John Courtney, M.S., Associate Professor of Hotel Accounting
Kathleen L. Cutlar, M.S., Associate Professor of Institution Management; Assistant Manager of the Home Economics Cafeteria
Joseph Alma Dye, Ph.D., Professor of Physiology
Myrtle H. Ericson, M.S., Assistant Professor of Hotel Administration; Assistant Professor of Food and Nutrition
Joseph Faussone, Executive Chef, Hotels Statler Company, Inc.; Lecturer in Hotel Administration
Mrs. Helen H. Giff, M.S., Lecturer in Hotel Administration
Mrs. Valerie Gyrisco, M.S., Instructor in Hotel Administration; Instructor in Food and Nutrition
Katherine Wyckoff Harris, B.S., M.A., Professor of Institution Management and Head of the Department; Professor in School of Nutrition
John Daniel Hartman, Ph.D., Professor of Vegetable Crops

- Hazel Marie Hauck, Ph.D., Professor of Food and Nutrition
 Joseph Douglas Hood, Ph.D., Professor of Biology
 John Greenwood Brown Hutchins, Ph.D., Professor of Business History and Transportation
 J. Lynn Johnston, A.B., LL.B., associated with Joseph P. Kennedy, New York City; Lecturer in Hotel Administration
 Alfred E. Kahn, Ph.D., Associate Professor of Economics
 Elizabeth M. Kaiser, M.S., Food Production Manager, Statler Inn; Instructor in Hotel Administration
 Myron Slade Kendrick, Ph.D., Professor of Public Finance
 Mrs. Nita Kendrick, B.S., Lecturer in Hotel Administration
 Albert Emil Koehl, B.S., Koehl, Landis, & Landan, New York City; Lecturer in Hotel Administration
 Gerald W. Lattin, Ph.D., Assistant Professor of Hotel Administration
 George A. McHatton, Jr., B.S., M.A., Instructor in Hotel Administration
 William E. Malleon, Manager, Skytop Lodge, Skytop, Pennsylvania; Lecturer in Hotel Administration
 John Ivan Miller, Ph.D., Professor of Animal Husbandry
 Frederick B. Mills, B.E.E., Instructor in Institutional Engineering
 Royal E. Montgomery, Ph.D., Professor of Economics
 Amy Nott Moore, M.A., Assistant Professor of Institution Management
 Chandler Morse, M.A., Associate Professor of Economics
 Paul Martin O'Leary, Ph.D., Dean of the School of Business and Public Administration; Professor of Economics
 George Eric Peabody, M.S., Professor of Extension Teaching
 Frank Ashmore Pearson, Ph.D., Professor of Prices and Statistics
 Marion Caroline Pfund, Ph.D., Professor of Food and Nutrition
 Adrian W. Phillips, LL.B., Lecturer in Hotel Administration
 Frank Harrison Randolph, B.A., M.E., Professor of Institutional Engineering
 Harold Lyle Reed, Ph.D., Robert Julius Thorne Professor of Economics
 Mrs. Helen Johnston Recknagel, M.A., Associate Professor of Hotel Administration
 Helen Ripley, M.S., Associate Professor of Institution Management
 William Merritt Sale, Jr., Ph.D., Professor of English
 Charles Inglehart Sayles, B.S., M.M.E., Professor of Institutional Engineering
 Mrs. Dorothy Fessenden Sayles, B.S., Lecturer in Hotel Administration
 Andrew S. Schultz, Jr., Ph.D., Professor of Mechanical Engineering
 Cecil D. Schutt, Instructor in Animal Husbandry
 Milton Roberts Shaw, B.S., Manager, Residential Halls; Lecturer in Hotel Administration
 James Morgan Sherman, Ph.D., Professor of Bacteriology
 John H. Sherry, A.B., LL.B., Sherry & Picarello, New York City; Lecturer in Hotel Administration
 Louis Siegelman, Ph.D., Instructor in Economics
 Michell Joseph Sienko, Ph.D., Assistant Professor of Chemistry
 Thomas Wesley Silk, A.B., M.S., Associate Professor of Hotel Accounting
 Clifford Nicks Stark, Ph.D., Professor of Bacteriology
 N. Arnold Tolles, Ph.D., Professor of Industrial and Labor Relations
 Louis Toth, C.P.A., Professor of Hotel Accounting
 Allan Hosie Treman, A.B., LL.B., Instructor in Hotel Administration
 L. M. J. Van Lent, Lecturer in Hotel Administration
 Jeremiah James Wanderstock, Ph.D., Assistant Professor of Animal Husbandry
 William B. Ward, M.S., Professor and Head of the Department of Extension Teaching and Information; Editor in Chief of Publications, Extension Teaching and Information
 Jane Werden, Ph.D., Associate Professor of Textiles and Clothing

Edgar Archibald Whiting, B.S., Associate Director of Willard Straight Hall; Lecturer in Hotel Administration
 Herbert Augustus Wichelns, Ph.D., Professor of Speech and Drama
 Mabel Wilkerson, Ph.B., Associate Professor of Housing and Design

VISITING LECTURERS, 1949-51

M. F. Bird, Member of the Inspectorate, Ministry of Education, England
 John W. Borhman, Jr., Vice President and General Manager, Hotel Whitman, Pueblo, Colorado
 Frank H. Briggs, Vice President and General Manager, Virginia Hot Springs Corporation, and General Manager of The Homestead, Hot Springs, Virginia
 Byron E. Calhoun, Vice President, Intercontinental Hotels Corporation
 Daniel N. Casey, Secretary, Harrisburg Chamber of Commerce, Harrisburg, Pennsylvania
 W. W. Cease, President, Cease Commissary Service, Dunkirk, New York
 J. William Cole, Vice President, Grenoble Hotels, and Manager, Hotel Washington, Chambersburg, Pennsylvania
 Arthur William Dana, Restaurant and Kitchen Planning Consultant, American Hotel Association, New York City
 Edwin B. Dean, Assistant Vice President, Hotels Statler Co., Inc.
 O. A. deLima, President, Roger Smith Hotels Corporation
 Frank Gregson, Manager, Hotel DuPont, Wilmington, Delaware
 H. Victor Grohmann, President, Needham and Grohmann, New York
 Paul L. H. Heine, Manager, Brunswick Hotel, Lancaster, Pennsylvania
 J. B. Herndon, Jr., Vice President and Treasurer, Hilton Hotels, Inc.
 Stuart E. Hockenbury, Executive Vice President, American Hotels Corp.
 Richard Holtzman, Manager, Hotel Oliver, South Bend, Indiana
 Elston L. Ireland, President, National Restaurant Association
 Fred Joyce, Director of Public Relations, Hilton Hotels, Inc.
 John R. Kersey, Chief of Dining Service, United Air Lines, Chicago
 Kenneth Lane, Director, Employer-Employee Relations Dept., American Hotel Association
 Neal Lang, Manager, Park Sheraton Hotel, New York City
 Dr. J. N. Long, Principal, Westminster Technical College, London, England
 Adolph M. Lucha, General Manager, Wilmington Country Club, Wilmington, Delaware
 H. Alexander MacLennan, Owner, Princess Hotel, Bermuda
 Lewis Millar, Personnel Manager, Dining Car Service, Pennsylvania Railroad
 Theodore W. Minah, Director, Duke University Dining Halls, Durham, North Carolina
 H. A. Montague, General Manager, Fred B. Prophet Company, Detroit, Michigan
 Eben Reynolds, General Manager, Thompson Spa Restaurants, Boston, Massachusetts
 Willard M. Rutzen, Manager, Hotel Morrison, Chicago
 Charles Satterthwait, Director of Cafeteria Division, Brock & Company
 Glenwood J. Sherrard, President and Managing Director, Parker House, Boston
 W. H. Stauffer, General Manager, Union League Club, Philadelphia, Pennsylvania
 Gordon Stouffer, The Stouffer Corporation, Cleveland, Ohio
 Miles Thornewill, Vice Chairman, Savoy Hotels, Ltd., London, England
 Edward J. Vinnicombe, Jr., Director, Bulk and Institutional Division, McCormick & Company, Baltimore, Maryland
 Hubert Westfall, Manager, Prince Hotel, Tunkhannock, Pennsylvania
 William B. Wilkinson, General Manager, Cayuga Rock Salt Co., Ithaca, New York

*School of Hotel Administration**

IN 1922 at the request of the American Hotel Association a four-year program of instruction in the field of hotel administration, the first of its kind anywhere, was established at Cornell University. Later, at the request of the National Restaurant Association a program designed especially to meet the needs of prospective restaurateurs was offered. Members of both Associations have provided financial support, have found places in their organizations for students and graduates, and have on many occasions endorsed the curriculum.

A principal benefactor has been the late Ellsworth Milton Statler, creator of the Statler Hotels. During his lifetime Mr. Statler gave generously. His heirs and the trustees under his will continued the support. In 1941 the Statler Foundation, established by his will, with Mrs. Statler, Frank A. McKowne, and Edward A. Letchworth as trustees, donated a building for the use of the School.

Statler Hall is a unique educational building, designed expressly to meet the needs of the faculty and the students of the School of Hotel Administration. The building is in three parts: a school building, an inn, and a club; but all three parts are designed for teaching purposes; other functions are incidental.

The school section has numerous kitchens, food laboratories, and lecture rooms; special classrooms for accounting and business practice; and special lecture rooms and laboratories for hotel engineering instruction, as well as many offices and general classrooms and auditoriums. The School has a splendid library and study hall. The collection of books, the most extensive of its kind anywhere, includes about 2,000 volumes on hotel and restaurant operation and related subjects and the files of the leading serial publications in the hotel field, many of them starting with their first issues.

Students also have in the school building their own student lounge with a fireplace, multichannel radio, and service pantry.

The inn section of the building consists of thirty-six transient rooms, all

* Although organized within the New York State College of Home Economics, the School is wholly independent of state support.

with bath, designed and decorated in the most modern and efficient manner, a front office desk, and appropriate lounge areas.

The club area used by members of the faculty and guests of the University provides lounge areas, card rooms, dining rooms, a rathskeller, and a browsing library. The operation of both the inn and the club affords practice projects for the students of the School of Hotel Administration.

The School was organized with a single professor and twenty-one students. The twenty-nine years intervening since 1922 have seen a gradual expansion in the faculty, the curriculum, the student body, and the alumni organization. The School has a full-time resident faculty of twenty. These are assisted by about twenty others who devote part of their time to the specially arranged courses in the School. Instruction is also provided by various members of the general teaching staff of other units of the University, more especially the faculties of Home Economics, Agriculture, Engineering, and Arts and Sciences.

Each of the full-time faculty members is experienced in hotel work and is fully trained in both the academic and practical aspects of his special field. Of the part-time teaching staff, many are active hotel executives who come to Ithaca at weekly intervals to bring for study and discussion the current problems of their daily work. This faculty offers seventy courses, totaling one hundred and seventy-four hours, that have been developed by the School and designed expressly to meet the needs of hotel students.

Any program of higher education has two major responsibilities to its students: (1) to fit them for effective work in the economic society of the future in order that each may justly claim from that society a reasonable standard of living; and (2) to provide them with an adequate cultural background against which to perceive and enjoy the living so earned. These requirements are met in formal education for the business of hotel or restaurant operation. These businesses provide good opportunities for well-trained persons, and preparation for work in them involves the study of so wide a variety of subject matter as to approximate a liberal education.

The hotel or the restaurant is a complex institution; its operation calls for a wide range of skills, for the use of a variety of products in a large number of processes. The guest must be received with cordiality and service; he must be provided with a warm, well-lighted, well-decorated, comfortably furnished room and served with appetizing, wholesome food wisely bought, properly stored, and skillfully prepared; he must have at his disposal conveniences of every type: check rooms, public spaces, public stenographers, radios, and exhibition spaces. A curriculum adequate to prepare one for the direction of those operations, and for the provision of those services and equipments, must draw upon nearly every branch of human knowledge. As a consequence, the prospective

hotel operator studies drawing, physics, bacteriology, sanitation, chemistry, biology, engineering, vegetable crops, meat products, dietetics, food preparation, textiles, decoration, law, psychology, personnel management, advertising, and public speaking, all in addition to the subjects ordinarily studied in preparation for business management. Each subject is approached by the student with the same focusing interest: How does this material relate to hotel operation? Breadth of training is obtained without dissipation of interest. The graduate should be a well-educated and a socially useful individual.

Description of Courses

EXCEPT for some general University courses regularly taken by students in the School of Hotel Administration and included in the list for their convenience, the courses described herein are arranged especially for hotel students, in many cases given by hotel or restaurant executives. Many other courses are open as electives to hotel students: courses in the sciences; in languages and literature; in economics, history, and government; in music, aesthetics, and philosophy; in engineering, architecture, medicine, and law. For full information regarding these offerings reference may be made to the Announcements of all the colleges.

ACCOUNTING

The entire fourth floor of the school section of Statler Hall is set aside for the exclusive use of the Department of Hotel Accounting. The lecture rooms and laboratories are furnished and equipped with a complete inventory of hotel office and computing machinery, among which are room, key, and information racks, two National Cash Register Model 2000 front office posting machines, a National Cash Register food and beverage checking machine, a Multicounter portion counter, a Burroughs Sensimatic Accounts Receivable posting machine, and the various types of adding and calculating machines. Hotel students also have access to a complete set of I.B.M. statistical machines, including an eighty-column and a forty-column tabulating machine as well as sorting, coding, and verifying machines.

ACCOUNTING (Hotel Accounting 81). Credit four hours. Required. Associate Professor SILK.

An introduction to the principles of accounting. Practice includes elementary problems with the books necessary to maintain a double-entry system of accounting, controlling accounts and the voucher system, working papers, profit and loss statements, and balance sheets; elementary problems in the accounting incident to the organization of corporations, to reserves and valuation accounts; elementary problems in accounting for fixed assets, for depreciation and amortization, for accrued and deferred expenses and incomes, for bonds; and analysis of statements. Illustrative problems are drawn from hotel, restaurant, and general business enterprises.

HOTEL ACCOUNTING (Hotel Accounting 82). Credit four hours. Required. Prerequisite, Hotel Accounting 81 or the equivalent. Assistant Professor BARRETT.

Accounting in hotels, with emphasis on the control of income and cash receipts.

The course deals with the relation of accounting procedure to front office practice, the night transcript, the daily report, special methods for controlling room and restaurant income, specialized journals used in hotels, the daily accounting procedure in the front office and in the manager's office, payroll procedure including deductions for social security and withholding tax.

Practice includes the study of a small hotel of less than 50 rooms. This involves the recording of the incorporation of the company and the purchase of the land; the transactions of the construction period and the preopening period, and the transactions in detail for the first seven days of operation. A problem that involves the recording and keeping of books in a 400-room hotel follows in Hotel Accounting 181.

HOTEL ACCOUNTING (Hotel Accounting 84). Credit three hours. Associate Professor COURTNEY.

Fundamental principles of accounting with special emphasis on interpretation. Especially designed for students in the School of Industrial and Labor Relations.

COMPUTATION (Hotel Accounting 89). Credit two hours. Hotel elective. Assistant Professor BARRETT.

A series of exercises in computation. The material for practice has been largely selected from financial statements of hotels and restaurants. Practice is provided in the use of calculating machines.

HOTEL ACCOUNTING (Hotel Accounting 181). Credit four hours. Required. Prerequisite, Hotel Accounting 81 and 82 and hotel experience. Associate Professor CLADEL.

A study of the Uniform System of Accounts for Hotels as recommended by the American Hotel Association. The course is concerned with accounting for the transactions of a 400-room transient hotel. It includes a study of front-office routine, the night audit and transcript, the daily report, and the duties of the accountant. Practice is afforded with the special journals used in hotels—the six-column journal and the multi-column operating ledger. The problem involves the recording of the transactions for one month, the summarization, adjustment, and closing of the books, and the preparation of monthly and annual statements therefrom.

INTERMEDIATE ACCOUNTING (Hotel Accounting 182). Credit four hours. Required. Prerequisite, Hotel Accounting 81. Associate Professor CLADEL.

Problems arising in the field of intermediate accounting. Practice includes problems dealing with depreciation and amortization, sinking funds, surplus and reserves, accounting for receiverships, statements of funds and their application, statements of affairs, and statements of realization and liquidation.

AUDITING (Hotel Accounting 183). Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 182. Associate Professor CLADEL.

A course in general auditing. Practice includes the preparation of audit-working papers, balance-sheet audit, detailed audit, internal control in general, and the auditor's report.

FOOD AND BEVERAGE CONTROL (Hotel Accounting 184). Credit three hours. Hotel elective. Associate Professor CLADEL.

A study of the various systems of food and beverage control, and precast control common in the business. Practice is offered in cost analysis, sales analysis, special-item control, and adjustments to inventory; in the preparation of the daily report and summary to date; and in the preparation of monthly food and beverage reports using figures typical of a moderate-sized hotel.

HOTEL ACCOUNTING PROBLEMS (Hotel Accounting 185). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 181 and 182, with an average of not less than 80 in these courses. Professor TOTH.

Practice in the solution of accounting problems incident to the organization of a corporation owning or operating a hotel, purchase and financing of a hotel property, consolidated statements, reorganizations, depreciation accounting for fixed assets, interpretation of the accounting provisions of trust indentures, leases, and management contracts, and similar advanced problems.

INTERPRETATION OF HOTEL FINANCIAL STATEMENTS (Hotel Accounting 186). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182. Professor TOTH.

A study and discussion of hotel balance sheets, profit and loss statements, and typical hotel balance sheet and operating ratios.

TAX COMPUTATION* (Hotel Accounting 187). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 182.

A survey of the federal income tax and its application to various classes of taxpayers. Consideration is given to the principles involved in determining taxable income and tax deductions. The preparation of tax returns under current statutes is included in the practice problems.

FRONT-OFFICE PROCEDURE* (Hotel Accounting 188). Credit one hour. Hotel elective. Open to juniors and seniors and to lowerclassmen by permission.

A study of the physical layout of equipment in the hotel front office, of the procedure used in registering and checking out guests and of keeping the accounts of guests.

PROBLEMS IN HOTEL ANALYSIS (Hotel Accounting 189). Credit two hours. Hotel elective. Associate Professor COURTNEY.

Practice in some statistical procedures, using as illustrative material principally hotel and restaurant figures. Presentation and interpretation.

Deals with frequency distributions, average, median, mode, and measures of dispersion; with straight line correlation, the straight line of best fit as a tool of estimation; and with the standard error of estimate.

PROBLEMS IN HOTEL ANALYSIS (Hotel Accounting 289). Credit to be arranged. Hotel elective. Prerequisite, Hotel Accounting 189 or the equivalent. Permission to register required. Seminar course for graduate students or upperclassmen in hotel administration. May be repeated. Associate Professor COURTNEY.

Application of statistical methods to problems in hotel analysis. Studies of behavior patterns of sales and of costs. Construction of flexible norms or standards and their use in constructing flexible budgets. Each student will solve one or more problems.

PAYROLL MANAGEMENT (Hotel Accounting 285). Credit two hours. Hotel elective. Prerequisite Hotel Accounting 181 and 182. Professor TOTH.

A study of the number of workers employed in all positions in hotels of various types and sizes and of the accounting and reporting methods used in hotels to control the payroll effectively.

INTERNAL CONTROL (Hotel Accounting 286). Credit two hours. Hotel elective. Prerequisite, Hotel Accounting 181 and 182. Professor TOTH.

A discussion of the problems encountered in distributing the accounting and clerical work in hotels so as to provide a good internal control, with emphasis on

* Courses so marked are given in alternate years or as the demand requires. Other courses are ordinarily given at least once a year, but in any case offerings are adjusted to the requirements.

the problems of small hotels having few employees. The course includes the study of many actual cases of the failure of internal control and the analysis of the causes of the failure.

TAX ACCOUNTING FOR HOTELS (Hotel Accounting 287). Credit three hours. Hotel elective. Prerequisite, Hotel Accounting 181 and 182. Professor TOTH.

A study of the federal income tax laws with particular reference to their effect on the accounting, financial, and management policies of hotels. The course is planned primarily for the businessman who must bear the tax effects in mind in making important decisions.

ACCOUNTING MACHINES IN HOTELS (Hotel Accounting 288). Credit one hour. Hotel elective. Associate Professor CLADEL.

Discussion of the place of accounting machines in hotels and restaurants; practice with a National Cash Register Company front-office posting machine, including the posting of charges and credits and the details of the night audit.

TEA ROOM AND CAFETERIA ACCOUNTING (Hotel Accounting 240). Credit three hours. For institution management students only. Associate Professor COURTNEY.

An elementary course in simple accounting using as illustrative material the accounting records of the cafeteria and the tea room; a study of cash and credit transactions, checkbook and deposit records, journal and ledger entries, trial balances, profit and loss statements, and balance sheets.

PRINCIPLES OF COST CONTROL (Administrative Engineering 3247). Credit three hours. Prerequisite, Hotel Accounting 81 or its equivalent. Professor SCHULTZ.

This course covers in detail, through work in the laboratory, manufacturing cost systems for job orders and for continuous processes. Budgets and statements are discussed.

STATISTICS (Agricultural Economics 111). Credit three hours. Professor PEARSON.

A study of the principles involved in the collection, tabulation, and interpretation of statistics. Analysis of statistical problems with an 80-column tabulating machine.

STATISTICS (Agricultural Economics 112). Credit three hours. Prerequisite, Agricultural Economics 111. Professor PEARSON.

A continuation of Course 111. A study of the application of probable error; sampling; gross, partial, and multiple-correlation; curve fitting to problems in this field. Methods of using 80-column tabulating equipment for multiple-correlation analysis.

ADMINISTRATION

ORIENTATION (Hotel Administration 100). Credit two hours. Required. Assistant Professor LATTIN.

A course designed to orient students in the life of the University and in the work of the School of Hotel Administration. The laboratory periods in the Statler Club provide students with the opportunity to gain experience in all departments of a hotel.

LECTURES ON HOTEL MANAGEMENT (Hotel Administration 155). Credit one hour. Hotel elective. Open to all classes. To be taken for credit each semester. Under the direction of Professor MEEK.

A series of lectures given by nonresident speakers prominent in the hotel and allied fields.

PSYCHOLOGY FOR STUDENTS IN HOTEL ADMINISTRATION (Hotel Administration 119 and permission of the instructor. Assistant Professor LATTIN. An introduction to the methods and problems of general psychology.

BUSINESS PSYCHOLOGY (Hotel Administration 115). Credit three hours. Hotel elective. Prerequisite, an elementary course in psychology. Assistant Professor LATTIN.

This course emphasizes motivation and leadership in an industrial setting. Consideration is given to testing, work simplification, training, and related subjects.

PERSONNEL ADMINISTRATION (Hotel Administration 119). Credit three hours. Hotel elective. Prerequisite, an elementary course in psychology. Assistant Professor LATTIN.

A study of the problems of human relations in industry. A survey of the methods and problems of recruitment, selection, placement, maintenance, organization, and government of employees.

RESEARCH AND TECHNIQUES IN PERSONNEL ADMINISTRATION (Hotel Administration 216). Credit three hours. Hotel elective. Prerequisite, Hotel Administration 119 and permission of the instructor. Assistant Professor LATTIN.

Opportunity is given students to study special problems such as training employees, industrial counseling, the measurement of morale, job analysis, and time and motion study.

SEMINAR IN PERSONNEL ADMINISTRATION (Hotel Administration 219). Credit three hours. Hotel elective. Prerequisite, Hotel Administration 119. Assistant Professor LATTIN.

A discussion class which provides the opportunity for students to put into practice the theory and techniques learned in the elementary course.

LAUNDRY MANAGEMENT (Hotel Administration 268). Credit two hours. Hotel elective. Mr. VAN LENT.

This course includes a study of the chemistry involved in laundry washing processes and the incentives and production problems for hotel laundries. A comparison of costs is made between hotel laundries and commercial laundries.

BUSINESS WRITING (Hotel Administration 238). Credit three hours. Hotel elective. Open to sophomores, juniors, and seniors. Associate Professor RECKNAGEL.

This course covers the preparation of business letters, memorandums, and reports. As part of the instruction, students use the various types of dictating machines.

SEMINAR IN HOTEL ADMINISTRATION (Hotel Administration 153). Credit two, three, or four hours. Hotel elective. Open to a limited number of seniors in hotel administration. Those wishing to register should consult the instructor during the preceding semester to obtain permission to enroll and to confer regarding problems chosen for special study. Hours to be arranged. Professor MEEK.

A course devoted to the study of specific problems arising in the management of hotels.

LAW OF BUSINESS (Hotel Administration 171). Credit three hours. Required. Open to juniors and seniors. Mr. TREMAN.

An elementary course on the law of business.

LAW AS RELATED TO INNKEEPING (Hotel Administration 172). Credit two hours. Hotel elective. Best taken after Course 171. Mr. SHERRY.

A consideration of the legal problems of the innkeeper.

LAW OF BUSINESS: CONTRACTS, BAILMENTS, AND AGENCY* (Hotel Administration 272). Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. Mr. SHERRY.

A study of the formation, validity, enforcement, and breach of contracts; sales and dealings in personal property, bailments, storage, and shipment of goods; the laws of principal and agent and employer and employee.

LAW OF BUSINESS: PARTNERSHIPS AND CORPORATIONS* (Hotel Administration 274). Credit two hours. Hotel elective. Prerequisite, Hotel Administration 171. Mr. SHERRY.

A consideration of the formation, operation, and management of partnerships and corporations; the laws of negotiable instruments; and insolvency and bankruptcy.

RESORT MANAGEMENT* (Hotel Administration 113). Credit one hour. Hotel elective. Mr. MALLESON.

A lecture course in the operation of the resort hotel. Consideration is given to the promotion of business, to the provision of services, to the operation of the dining room, to the entertainment of the guest, and to the selection, training, and direction of the employed staff. Resorts of the various types, seasons, and economic levels are considered.

HOTEL PUBLIC RELATIONS* (Hotel Administration 176). Credit one hour. Hotel elective. Recommended for juniors and seniors.

Methods and channels through which the hotel may obtain favorable public recognition.

HOTEL PROMOTION* (Hotel Administration 178). Credit one hour. Hotel elective. Recommended for juniors and seniors but open to sophomores.

A discussion of the fundamentals of sales promotion, with special attention to the various mediums profitably used by hotels.

HOTEL ADVERTISING* (Hotel Administration 179). Credit one hour. Hotel elective. Mr. KOEHL.

The preparation of advertisements, with emphasis on the preparation of the copy, upon the layout, the typography, and the illustration.

SALES PROMOTION* (Hotel Administration 278). Credit one hour. Hotel elective. Mr. PHILLIPS.

The hotel sales department, its function, organization, records, and procedure. The course is arranged with the cooperation and assistance of the Hotel Sales Managers Association. At each session a different member of the Association, chosen by the Association in consultation with the School for his expertness in some one phase of sales promotion, discusses that phase and under the coordination of the instructor leads the discussion of the subject.

GENERAL SURVEY OF REAL ESTATE (Hotel Administration 191). Credit two hours. Hotel elective. Prerequisite, Economics 101 or its equivalent. Mr. JOHNSTON.

A survey of the real estate field, with particular emphasis on the economic, legal, and technical aspects of real estate. Lectures and problems cover interests in real property, liens, taxes, contracts, auctions, deeds, mortgages, titles, leases, brokerage, management, and financing.

FUNDAMENTALS OF REAL ESTATE MANAGEMENT* (Hotel Administration 192). Credit two hours. Hotel elective. Prerequisite, Economics 101 or its equivalent.

The fundamentals of urban-land economics. Emphasis is placed upon the changing character of the urban economy and its influence upon land values, development, and utilization. The aim of the course is to acquaint students with the economic principles governing the development and utilization of land and land values.

PRINCIPLES OF CITY AND REGIONAL PLANNING (Architecture 710). Credit three hours. Open to upperclassmen.

A review of the basic influences in the development of cities. A general review of the theory and accepted practice of city and regional planning, including a study of the social, economic, and legal phases.

FIRE AND INLAND MARINE INSURANCE (Hotel Administration 196). Credit three hours. Hotel elective. Open to juniors and seniors. Mr. CAREY.

Fire and inland marine insurance, including such topics as the form of the policy, insurable interest, the risk assumed, improving and rating property, use and occupancy, rent and leasehold, explosion insurance, adjustment of loss, co-insurance, appraisals.

LIABILITY, COMPENSATION, AND CASUALTY INSURANCE (Hotel Administration 197). Credit three hours. Hotel elective. Mr. CAREY.

Liability, compensation, and casualty insurance, the scope of the coverage, and analysis of the policies. Application of the laws of negligence.

SECRETARIAL

TYPEWRITING (Hotel Administration 37). Credit two hours. Hotel elective. Permission of the School registrar is required for sectioning. Mr. McHATTON.

The general needs of college students are met by this course in beginning typewriting. Instruction is given in arrangement of letters, reports, and statistical data.

SHORTHAND THEORY (Hotel Administration 131). Credit four hours. Hotel elective. Limited to juniors and seniors. Associate Professor RECKNAGEL.

The basic theory of Gregg shorthand is completed in this course, and the groundwork is laid for dictation and transcription. Enrollment in Hotel Administration 132 is required.

ELEMENTARY SECRETARIAL TYPEWRITING (Hotel Administration 132). Credit two hours. Hotel elective. Mr. McHATTON.

Touch typewriting is taught to students who do not already know the keyboard. Speed and accuracy in machine operation are stressed. Instruction is given in typing letters, tables, and reports. Enrollment in Hotel Administration 131 is required.

SECRETARIAL PROCEDURES (Hotel Administration 138). Credit six hours. Hotel elective. Prerequisite, Hotel Administration 131 and 132 or their equivalent. Associate Professor RECKNAGEL.

Instruction is provided in the major secretarial duties, including the composition of business letters, services for communication and transportation, and office management. Dictation and transcription speeds sufficient for secretarial correspondence are developed.

ECONOMICS AND FINANCE

Of the large number of courses in economics, statistics, sociology, history, and government open to hotel students, only those frequently taken by them are described. Full details regarding the others are given in the *Announcement of the College of Arts and Sciences*. Hours and instructors are to be announced each term.

MODERN ECONOMIC SOCIETY (Economics 101). Credit five hours. Required. Not open to first-term freshmen. Freshmen in their second term admitted by permission. [Not offered in 1951-52.]

A survey of the existing economic order, its more salient and basic characteristics.

MODERN ECONOMIC SOCIETY (Economics 105). Credit three hours. Associate Professor MORSE and assistants.

MODERN ECONOMIC SOCIETY (Economics 106). Credit three hours. Prerequisite, Economics 105. Associate Professor MORSE and assistants.

Courses 105 and 106 together have the same content as Course 101 and may be substituted for it.

MONEY, CURRENCY, AND BANKING† (Economics 203). Credit three hours. Prerequisite, Economics 101 or 106. Professor REED.

A study of our currency system and banking processes for the primary purpose of training the student to determine the influence of monetary factors in economic problems.

CORPORATION FINANCE† (Economics 311). Credit three hours. Prerequisites, Hotel Accounting 82, and Economics 101 or its equivalent. Mr. SIEGELMAN.

A study of the financial practices of business corporations in the United States; types of corporate securities; sources of capital funds; determination and administration of corporate incomes; financial difficulties and corporate reorganizations; the relation of corporate practices to the functioning of the American economic system; and the regulatory activities of the Securities and Exchange Commission.

PRIVATE ENTERPRISE AND PUBLIC POLICY† (Economics 321). Credit three hours. Prerequisite, Economics 101 or 106. Associate Professor KAHN.

The role of competition, monopoly, and public policy in various politico-economic philosophies, and, specifically, in a private-enterprise economy. A study and evaluation of the American system of business organization, its price and production policies, and public policies of implementation and regulation.

PUBLIC REGULATION OF BUSINESS† (Economics 322). Credit three hours. Prerequisite, Economics 321 or consent of the instructor. Associate Professor KAHN.

A continuation of Economics 321, with special reference to recent developments in public control, and continuing investigations of specific current problems of public policy.

TRANSPORTATION† (Business and Public Administration 180). Credit three hours. Limited to seniors who have taken Economics 101 or the equivalent. Professor HUTCHINS.

A study of American transportation from the points of view of operators, shippers, and public authorities. Attention is given to national traffic patterns; railway operations, rates, finance, and control; motor carriers. Lectures and cases.

TRANSPORTATION† (Business and Public Administration 181). Credit three hours. Limited to seniors who have taken B. and P.A. 180. Professor HUTCHINS.

A continuation of Course 180. The subjects covered include inland water transport, ocean shipping, air transport, and national transportation policy.

LABOR CONDITIONS AND PROBLEMS† (Economics 401). Credit three hours. Prerequisite, Economics 101 or the equivalent. Professor MONTGOMERY.

† Will satisfy the requirement of elective work in economics.

An introduction to the field of labor economics and a survey of the more basic labor problems growing out of modern economic arrangements.

TRADE UNIONISM AND COLLECTIVE BARGAINING† (Economics 402). Credit three hours. Prerequisite, Economics 401, or consent of the instructor. Professor MONTGOMERY.

A study of the origins, philosophic basis, aims, and policies of trade unions, of the economic implications and trade unionism and modern economic life, and of collective bargaining in selected industries.

PRICES† (Agricultural Economics 115). Credit three hours. Open to juniors, seniors, and graduate students. Professor PEARSON.

A study of prices of farm products in relation to agricultural and industrial conditions.

TAXATION† (Agricultural Economics 138). Credit three hours. Open to upperclassmen who have taken Economics 101 or the equivalent. Professor KENDRICK.

A study of the principles and practices of public finance, with emphasis on taxation. Among the topics examined are the growth of public expenditures; the changing pattern of federal, state, and local taxation; the incidence of taxation; and fiscal policy.

THE CORPORATION (Industrial and Labor Relations 240). Credit three hours. Prerequisite, Economics 101 or equivalent. Professor TOLLES.

The corporation compared with other forms of business organizations. Interpretation of financial statements, internal organization and control of corporation operations, organized securities exchanges, the role of the modern business corporation as a social and economic institution.

ECONOMICS OF WAGES AND EMPLOYMENT† (Industrial and Labor Relations 340). Credit three hours. Prerequisite, Economics 101 or 106. Professor TOLLES.

A general analysis of the economic factors in the determination of wages and the terms of employment. Major aspects of the following topics will be studied: composition of the labor force; trends in money and real earnings and national income; theories of wages; trade union policies and practices and their effects upon wages and employment; economic aspects of governmental regulation of wages and hours; employment theories and policies.

ECONOMIC AND BUSINESS HISTORY, 1750-1860† (Business and Public Administration 120). Credit three hours. Limited to seniors who have taken Economics 101. Professor HUTCHINS.

A study of the evolution of economic structure, business organization and practice, and economic policy in Europe and America. Primary emphasis is on the period 1750-1860. Lectures, cases, and discussions.

ECONOMIC AND BUSINESS HISTORY SINCE 1860† (Business and Public Administration 121). Credit three hours. Limited to seniors who have taken Economics 101. Professor HUTCHINS.

A continuation of Business and Public Administration 120, covering the period since 1860, but that course is not a prerequisite.

INTERNATIONAL ECONOMICS† (Economics 701-702). Credit three hours each term. Prerequisite, Economics 101 or 106. Associate Professor MORSE.

† Will satisfy the requirement of elective work in economics.

A study of the economic relations between countries, with emphasis on the problems of constructing a prosperous, progressive world economy. Among the problems discussed are the theory of international trade and problems of commercial policy; international finance, balances of payments, foreign exchanges, and monetary policies and problems, past, present, and future.

INTRODUCTION TO THE STUDY OF SOCIETY (Sociology 101). Credit three hours. Open to all students, although primarily intended for freshmen.

An introduction to the study of societies as interrelated systems; selected major problems of contemporary American society as seen in the context of our own social system; social factors in personality formation.

GENERAL GEOGRAPHY (Geology 105). [*Not offered in 1951-52.*]

ENGINEERING

Statler Hall has four engineering laboratories especially prepared for testing and studying the mechanical equipment that is typically found in hotels. In addition, a wide variety of modern apparatus in service throughout the building is studied from the engineering viewpoint.

Laboratory equipment includes scale models for drafting and layouts, fire fighting apparatus, portable and central-type vacuum cleaners, full-scale bathroom units, plumbing fixtures, pipe-fitting equipment, electrically and steam-driven pumps, hot water heater, test radiators, ventilating fan, oil-fired boiler, flue gas analyzer, motor generator sets, alternating and direct current motors, electric controls, electric wiring devices, meters, lighting equipment, mechanical refrigeration testing units, compressors, and refrigeration controls. The building construction laboratory has facilities for erecting a small, full-scale building. Numerous hotel plans and equipment catalogs are used extensively in the hotel planning course.

In hotel engineering the requirements consist of drawing (Hotel Engineering 260) plus 12 additional hours of hotel engineering subjects. Courses in hotel engineering taken in addition to the required 12 hours may be counted as Hotel electives. In the event that a course in drawing (freehand or mechanical) is offered at entrance, 3 hours of Hotel electives may be substituted.

DRAWING (Hotel Engineering 260). Credit three hours. Required as first course. Mr. MILLS.

Mechanical, architectural, and freehand drawing leading to practical representation and interpretation of typical applications.

SPECIAL HOTEL EQUIPMENT (Hotel Engineering 261). Credit three hours. Professor RANDOLPH.

Studies of kitchen planning, laundry layouts, fire protection, vacuum cleaning, and graphic presentation.

WATER SYSTEMS (Hotel Engineering 262). Credit three hours. Professor RANDOLPH.

Plumbing systems and fixtures, water treatment, sewage disposal, pipe fitting, pumping equipment and their relations to the plumbing code.

STEAM HEATING (Hotel Engineering 263). Credit three hours. Professor SAYLES.

Basic principles of heating, ventilating, and air conditioning, with practical applications.

ELECTRICAL EQUIPMENT (Hotel Engineering 264). Credit three hours. Mr. MILLS.

Electrical equipment and control devices including motors, wiring systems, elevators, rate schedules, and illumination practice.

HOTEL PLANNING (Hotel Engineering 265). Credit three hours. Limited to seniors. Professor RANDOLPH.

Planning the layout for a proposed hotel, emphasizing floor plans and the selection and arrangement of the equipment in all the various departments.

HOTEL STRUCTURES AND MAINTENANCE (Hotel Engineering 266). Credit three hours. Professor SAYLES.

Materials and methods of building construction, repair, and maintenance. Emphasis on trade practices and building codes. Specification and repair of hotel furniture.

REFRIGERATION (Hotel Engineering 267). Credit three hours. Mr. MILLS.

The theory and practice of mechanical refrigeration. Typical hotel and restaurant applications including frozen-food storage.

FOOD PREPARATION

The food laboratories in the School of Hotel Administration include two small-quantity food laboratories and the Statler Inn kitchens.

Two small-quantity laboratories, accommodating twenty students each, are equipped with especially designed units: each two students have electric or gas ranges, double sinks and working surfaces of stainless steel, and cabinets with the newest and most modern equipment. Both laboratories have refrigerators and deep-freeze units.

Students in quantity cookery have the use of the Statler Inn kitchen, which contains duplicate modern equipment for instructional purposes. The equipment is so varied that the student has an opportunity to use and to analyze a wide range of kitchen facilities.

The student lounge has an efficient kitchen used for the student coffee hour and for student and faculty parties and receptions.

In addition to the facilities in Statler Hall, the laboratory kitchens, cafeterias, and catering services in the New York State College of Home Economics are available to students in hotel administration.

FOOD PREPARATION (Food and Nutrition 120). Credit three hours. Required. Mrs. KENDRICK, Mrs. GIFFT, and Mrs. SAYLES.

The underlying principles involved in the preparation of the various types of food. The practice periods are designed to develop skill in the preparation of food in small quantities, and an appreciation of the details and manipulation required to produce food of the highest standard.

NUTRITION AND HEALTH (Food and Nutrition 190). Credit two hours. Hotel elective. Professor HAUCK.

The relationship of food to the maintenance of health; its importance to the individual and society.

CHEMISTRY AND ITS APPLICATION TO FOOD PREPARATION (Hotel Administration 214). Credit five hours, of which four hours count as chemistry and one hour counts as Hotel elective. Required. (*No credit allowed to students who have received credit for Chemistry 101 or its equivalent.*) Professor PFUND and Mrs. GYRISCO.

Fundamental principles and practices of food preparation approached through the study of general chemistry. Consideration of the physicochemical properties

of gases, liquids, solids, and solutions; pH, titrations, buffer mixtures and hydrolysis; and fundamental chemical reactions. The influence of kind and proportion of ingredients and methods of manipulation and cookery and the flavor and texture of such foods as baking-powder products, fruit-ice mixtures, and sugar mixtures. Beverages as solutions. Subjective scoring of food products.

Laboratory practice in chemistry and comparative cookery includes experiments using simple chemical techniques and basic cookery processes. Emphasis on the application of scientific principles to the interpretation of observed results.

This course serves as a prerequisite for Food and Nutrition 215.

CHEMISTRY AND ITS APPLICATION TO FOOD PREPARATION (Hotel Administration 215). Credit five hours, of which two hours count as chemistry and three hours count as Hotel electives. Required. (*No credit allowed to students who have received credit for Chemistry 102 or its equivalent.*) This course is planned to follow Hotel Administration 214 and should be taken the term after it. Professor PFUND and Mrs. GYRISCO.

Fundamental principles and practices of food preparation approached through the study of organic and colloidal chemistry. The influence of kind and proportion of ingredients and of methods of manipulation and cookery on the palatability and the nutritive value of baked products, such as cakes and yeast breads, of eggs, meats, and vegetables. Subjective scoring of food products; food storage and sanitation. Food preservation, especially canning, and the science underlying it. Students who have completed Food and Nutrition 214 and 215 should recognize culinary quality in cooked foods and the factors that contribute to quality. They should attain some skill in specific cookery techniques, and should be able to apply this knowledge and skill critically in food preparation.

Course 215 serves as a prerequisite for Biochemistry 10, 11, and Chemistry 201, and 303 and 305.

FOOD PREPARATION (Food and Nutrition 220). Credit three hours. Required. Prerequisite, Food and Nutrition 120 or its equivalent. Assistant Professor ERICSON.

Experience in the preparation of dishes adapted to hotel and restaurant service, such as special meat dishes, fancy breads, vegetables, soups, salads, entrées, canapés and hors d'oeuvres, chicken and turkey (boning), fish, pastries and desserts.

QUANTITY FOOD PREPARATION, ELEMENTARY COURSE (Institution Management 200). Credit three hours, of which one may be counted as Hotel elective. Required. Prerequisite, Food and Nutrition 120 or equivalent experience. Associate Professor CUTLAR.

Laboratories consist of quantity cooking in the cafeteria kitchen and the preparation of meals for approximately five hundred patrons. Some emphasis is given to standard procedures and technics and to the use and operation of institution kitchen equipment. Regulation uniform of white coat, apron, and chef's cap is furnished by the student and is required for the first laboratory.

QUANTITY FOOD PREPARATION: PRINCIPLES AND METHODS (Hotel Administration 201). Credit four hours. May be substituted for Institution Management 200 and when so substituted satisfies also two hours of Hotel electives. Prerequisite, Food and Nutrition 220 or equivalent experience. Miss KAISER.

Laboratory exercises consist of large-quantity cooking in Statler Inn kitchen in preparation of meals for approximately one hundred and fifty patrons. Additional experience is offered in the preparation of foods for the Sunday night buffet in the Inn and for special banquets and parties. The laboratories are supplemented by discussion periods to provide an opportunity to review principles and to discuss procedures. Some emphasis is also given to standard technics, basic

formulas, and menu planning and to the use and operation of institution kitchen equipment. Students have their lunch in the cafeteria on laboratory days. Regulation uniform of white coat, apron, and chef's cap is furnished by the student and is required for the first laboratory.

QUANTITY FOOD PREPARATION: PRINCIPLES AND METHODS (Institution Management 210). Credit four hours. May be substituted for Institution Management 200, and when so substituted satisfies also two hours of Hotel electives. Prerequisite, Food and Nutrition 220 or equivalent experience. Associate Professor CUTLAR.

Laboratory exercises consist of large-quantity cooking in the cafeteria kitchen, in the preparation of meals for approximately one thousand patrons. The laboratories are supplemented by discussion periods to provide an opportunity to review principles and to discuss procedures. Some emphasis is given also to standard technics, basic formulas, and menu planning and to the use and operation of institution kitchen equipment. Students have their lunch in the cafeteria on laboratory days. Regulation uniform of white coat, apron, and chef's cap is furnished by the student and is required for the first laboratory.

CATERING (Institution Management 310). Credit three hours. Hotel elective. Open to seniors majoring in institution management or in hotel administration; to graduate students by permission of the instructor. Prerequisite, Institution Management 200, 201, 210, 230, or equivalent experience. (Institution Management students are given priority in the Wednesday afternoon laboratory section).

Practice in organizing work, making menus, calculating costs, preparing and serving food for dinners and other catering projects as assigned. White uniforms are required beginning with the first laboratory scheduled.

HOTEL CUISINE (Hotel Administration 202). Credit four hours. Hotel elective. Prerequisite, Institution Management 200, 201, or 210. Mr. FAUSSONE.

The preparation of classical cuisine.

QUANTITY FOOD PREPARATION AND CATERING, ADVANCED COURSE (Institution Management 330). Credit five hours, Hotel elective. Prerequisite, Institution Management 210, 200, 201, 230, or equivalent experience. Registration subject to the approval of Department of Institution Management. Special catering assignments require from 25 to 30 hours in addition to scheduled laboratories. Associate Professor RIPLEY.

Practice in organizing work, making menus, calculating costs, preparing and serving food for diners and other catering projects as assigned.

White uniforms are required beginning with the first laboratory scheduled.

HOTEL STEWARDING* (Hotel Administration 118). Credit three hours. Hotel elective. Open to sophomores, juniors, and seniors. Assistant Professor CONNER.

Problems of restaurant operation, such as purchasing, preparation, service, and control phases of steward operations.

FOOD SELECTION AND PURCHASE FOR THE INSTITUTION (Institution Management 220). Credit three hours. Hotel elective. Admission by permission of the instructor. Professor HARRIS and Assistant Professor MOORE.

A discussion of sources, standards of quality, grades, bases of selection, methods of purchase, and storage of various classes of food. A one-day trip to Elmira, Syracuse, or Rochester markets will be included. Estimated cost of trip, \$6.

HOTEL MENU PLANNING* (Hotel Administration 124). Credit one hour. Hotel elective.

Principles of menu planning for the various types of commercial dining rooms, with attention to the dietetic, cost, and promotional aspects.

GENERAL BACTERIOLOGY (Bacteriology 1). Credit six hours. Hotel elective. Prerequisite, Chemistry 102 or 104. Professor SHERMAN and assistants.

An introductory course; a general survey of the field of bacteriology, with the fundamentals essential to further work in the subject.

HOUSEHOLD BACTERIOLOGY (Bacteriology 4). Credit three hours. Hotel elective. Prerequisite, Elementary Chemistry. Professor STARK and assistant.

An elementary, practical course for students in home economics.

ECONOMIC FRUITS OF THE WORLD (Pomology 121). Credit three hours. Hotel elective. Professor BOYNTON.

A study of all species of fruit-bearing plants of economic importance, such as the date, the banana, the citrus fruits, the nut-bearing trees, and the newly introduced fruits, with special reference to their cultural requirements in the United States and its insular possessions. All fruits not considered in other courses are considered here. The course is designed to give a broad view of world pomology and its relationship with the fruit industry of New York State.

HANDLING VEGETABLE CROPS, ADVANCED COURSE (Vegetable Crops 112). Credit four hours. Hotel elective. Open to juniors and seniors in hotel administration. Permission of instructor required. Professor HARTMAN.

Horticultural aspects of marketing vegetables: methods of estimating and measuring quality and grade; research results and practices in packing, storing, transporting, and selling. One two-day and three afternoon trips required. Estimated partial cost of transportation to be collected from the student, \$2.

For information regarding other courses in vegetable crops, refer to the *Announcement of the New York State College of Agriculture*, Department of Vegetable Crops.

MEAT AND MEAT PRODUCTS (Animal Husbandry 91). Credit two hours. Required. Open to sophomores, juniors, and seniors. Laboratory assignments must be made at the time of registration. Professor MILLER and Mr. SCHUTT.

A course in wholesale and retail buying, cutting, curing, and preparation of meats.

MEAT AND MEAT PRODUCTS (Animal Husbandry 92). Credit two hours. For women students. Not open to freshmen. Registration limited to sixteen students in each laboratory section. Assistant Professor WANDERSTOCK.

A course dealing with the major phases of meats—wholesale and retail buying, nutritive value, cutting, freezing, curing, canning, cooking, and miscellaneous topics.

MEAT CUTTING (Animal Husbandry 93). Credit one hour. Hotel elective. Prerequisite, Animal Husbandry 91 or 92, and permission to register. Enrollment limited to five students each term. Messrs. SCHUTT and HOLLY.

This course offers supervised practice in meat selection, cutting, and wrapping for students intending to specialize in meats work.

MEAT JUDGING (Animal Husbandry 94). Credit one hour. Hotel elective. Prerequisite, Course 90 or 91. Registration limited to sixteen students. Assistant Professor WANDERSTOCK.

A course in market classes and grades of meat, judging, selection, and identification of carcasses and cuts. Field trips will be taken to provide additional experience.

GENERAL CHEMISTRY (Chemistry 101-102). Throughout the year. Credit three hours a term. First term prerequisite to second. May be substituted for Chemistry requirement in Hotel Administration 214-215. (*No credit allowed to students who have received credit for Hotel Administration 214-215.*) Assistant Professor SIENKO and assistants.

This course deals with the fundamental laws and theories of chemistry and with the properties of the more common elements and their compounds.

GENERAL BIOLOGY (Biology 1). Throughout the year. Credit three hours a term; both terms of the course must be completed to obtain credit, unless the student is excused by the department. First term not prerequisite to second. Not open to students who have had both Zoology 1 and Botany 1. If Biology 1 is taken after either Zoology 1 or Botany 1, credit two hours a term. (Hours and instructors to be announced.) Professor HOOD and assistants.

An elementary course planned to meet the needs of students majoring outside the plant and animal sciences; particularly adapted as the first year of a two-year sequence in biology for the prospective teacher of general science in the secondary schools. The course deals with the nature of life, life processes, the activities and origin of living things. It covers the organization of representative plants and animals including man as an organism, and the principles of nutrition, growth, behavior, reproduction, heredity, and evolution.

HUMAN PHYSIOLOGY (Physiology 303). Credit three hours. Prerequisite, a previous course, either in high school or in college, in biology and in chemistry. Professor DYE.

This is an introductory course designed particularly to present fundamental and practical information concerning the physiological processes and systems of the human body. Lectures, illustrations, and demonstrations.

HOUSEKEEPING

HOTEL FURNISHING AND DECORATING (Housing and Design 130). Credit two hours. Hotel elective. Advised for juniors. Associate Professor WILKERSON.

HOTEL TEXTILES* (Textiles 140). Credit two hours. Hotel elective. Not open to freshmen. Associate Professor WERDEN.

The purpose of the course is to provide an opportunity for the students to become familiar with fabrics used in hotels. Scientific data are brought to bear upon the choice of fabrics for specific uses. Brief discussions of the opinions of hotel housekeepers concerning the selection of fabrics and how they may be expected to wear. A two-day trip is included in January to four or more manufacturing centers to observe designing, weaving, making of certain household fabrics, and methods used in preparing fabrics for the retail market.

HOTEL HOUSEKEEPING* (Textiles 140a). Credit one hour. Hotel elective. Open to upperclassmen.

An outline of the responsibilities and techniques of the housekeeping department; the selection and purchase of equipment and materials; the selection, training, and supervision of department personnel.

LANGUAGE AND EXPRESSION

Of the large number of courses in composition, in public speaking, and in the literature of the English and other languages open to hotel students, only those frequently taken by them are described. Full details regarding the others are given

in the *Announcement of the College of Arts and Sciences*. Six semester hours of a modern foreign language may be counted as a Hotel elective.

INTRODUCTORY COURSE IN READING AND WRITING (English 111-112). Throughout the year. Credit three hours a term. Required. English 111 is prerequisite to 112. Professor SALE and others.

The aim of this course is to increase the student's ability to communicate his own thought and to understand the thought of others.

PUBLIC SPEAKING (Speech and Drama 101). Credit three hours. Accepted for required expression. Not open to freshmen.

Practice in speaking on subjects of current interest; methods of preparation and delivery; various types of speech experience, such as exposition, advocacy, reading aloud, discussion, and chairmanship; study of principles and of examples; conferences.

Foreign students and others whose pronunciation of English falls below the normal standard, and students with special vocal problems, are advised to confer with Mr. THOMAS before registering.

ORAL AND WRITTEN EXPRESSION (Extension Teaching 101). Credit two hours. Accepted for required expression. Open to juniors and seniors. Professor PEABODY and assistants.

Practice in oral and written presentation of topics in agriculture, with criticism and individual appointments on the technic of public speech. Designed to encourage interest in public affairs, and, through demonstrations and the use of graphic material and other forms, to train for effective self-expression in public. Special training is given to competitors for the Eastman Prizes for Public Speaking and in the Rice Debate contest.

ORAL AND WRITTEN EXPRESSION (Extension Teaching 102). Credit two hours. Accepted for required expression. Prerequisite, Extension Teaching 101, of which 102 is a continuation. Professor PEABODY and assistants.

ELEMENTS OF JOURNALISM (Extension Teaching 15). Credit three hours. Accepted for required expression. Professor WARD.

An introductory course dealing with the farm press, daily and weekly newspapers, magazines, trade journals, book publishing, advertising, radio, television, and other fields related to journalism.

FRENCH, ELEMENTARY COURSE (French 101). Credit six hours.

GERMAN, ELEMENTARY COURSE (German 101). Credit six hours.

ITALIAN, ELEMENTARY COURSE (Italian 101). Credit six hours.

PORTUGUESE, ELEMENTARY COURSE (Portuguese 101). Credit six hours.

RUSSIAN, ELEMENTARY COURSE (Russian 101). Credit six hours.

SPANISH, ELEMENTARY COURSE (Spanish 101). Credit six hours.

PROSE AND COMPOSITION (English 201). Credit three hours.

PROSE AND COMPOSITION (English 202). Credit three hours.

INTRODUCTION TO POETRY (English 221). Credit three hours.

GREAT ENGLISH WRITERS: FIRST COURSE (English 251-252). Throughout the year. Credit three hours a term.

INTRODUCTION TO PROSE FICTION (English 261-262). Credit three hours.

UNIVERSITY REQUIREMENTS IN MILITARY SCIENCE AND PHYSICAL TRAINING

MILITARY SCIENCE . . . All physically qualified undergraduate men who are American citizens must take military science during their first four terms. Enrollment in the basic course of military science and tactics or air science and tactics, or in the first two years of naval science, satisfies this requirement. Students transferring to Cornell from other institutions are exempt from part or all of the requirement, according to the number of terms of residence in college before transfer; and service in the armed forces in World War II also satisfies the military training obligation. Entering students who have had ROTC training in secondary or military schools are requested to bring WD AGO Form 131—Student's Record for presentation to the Military Department at the time of registration. (See also the *Announcement of the Independent Departments*.)

Credit for courses in the Army or Air ROTC programs and credit for courses in the Regular and Contract Naval ROTC programs may be counted in the twenty-four hours of free elective courses allowed to students in the School of Hotel Administration.

In addition to the degree requirements of the School of Hotel Administration, Naval ROTC students must complete the following requirements:

1. Twenty-four hours of Naval Science courses. (One hour of this may be earned in the Hotel Engineering sequence, Hotel Engineering 262, 263, 264, and 267.)
2. By the end of the sophomore year, all Regular students must have satisfactorily completed one year of college physics. (Physics is not required by the Navy for Contract students. However, it is highly desirable for Contract students to take physics if their academic schedule permits.)
3. Mathematics through plane trigonometry by the end of the sophomore year.
4. Proficiency in written and oral expression in accordance with the individual college standards and procedures.
5. Physical training in accordance with college requirements.
6. Sufficient swimming instruction to qualify the student as a First-Class Swimmer in accordance with Navy standards.

Students in the School of Hotel Administration may count work in the Naval Science courses against the free elective group of the 120 hours required for the degree. They may earn up to twenty-points of practice credit while on Navy cruises. Special arrangements can and should be made for the remainder of the practice requirement.

PHYSICAL TRAINING . . . All undergraduates must pursue four terms of work, three hours a week, in physical training. This requirement must be completed in the first two years of residence; postponements are to be allowed only by consent of the University Faculty Committee on Requirements for Graduation.

Exemption from this requirement may be made by the Committee designated above, when it is recommended by the Medical Office, by the

Department of Physical Education, or because of unusual conditions of age, residence, or outside responsibilities. An exemption recommended by the Department of Physical Education shall be given only to students who meet standards of physical condition established by the Department of Physical Education and approved by the Committee on Requirements for Graduation. Students who have been discharged from the armed services may be exempted.

For students entering with advanced standing, the number of terms of physical training required is to be reduced by the number of terms which the student has satisfactorily completed (whether or not physical training was included in his program) in a college of recognized standing. (See also the *Announcement of the Independent Departments*.)

Student Activities

STUDENTS enrolled in the four-year course in hotel administration are members of the Cornell University undergraduate body. As such they participate in all the customary student activities; they represent the University on athletic teams, are members of the musical clubs, are cadet officers in the three Reserve Officers Training Corps, and hold office on the boards of student publications. They are eligible to membership in the social fraternities and the appropriate honorary fraternities.

Hotel students also conduct among themselves a number of special enterprises in addition to those of the University as a whole. Every student is eligible to membership in the Cornell Hotel Association. Upperclassmen who distinguish themselves in student projects win membership in Ye Hosts, the recognition organization. Ye Hosts act as a reception committee for the new students and for visiting hotelmen.

Under the auspices of the Cornell Hotel Association informal teams are organized to represent the School in intramural sports, a predominant feature of Cornell athletic activity. The Association is responsible for the Ezra Cornell Hotel-for-a-Day, a project in connection with which the students organize and finance a hotel operating company, take over one of the University buildings, and open and run it as a hotel for a day with all the appropriate ceremony. They plan, prepare, and serve without assistance an elaborate "opening" dinner attended by leading hotelmen.

Each year a group of upperclass students is taken to New York City to attend the convention of the New York State Hotel Association, to visit the National Hotel Exposition, and to make a tour of inspection of metropolitan hotels. Groups also attend the Midwest Hotel Exposition in Chicago, the New England Hotel Exposition in Boston, and the New Jersey Hotel Exposition in Atlantic City. The students participate in social functions associated with the conventions. With the alumni organization, the Cornell Society of Hotelmen, they entertain at smokers the hotelmen who are attending the conventions.

A chapter of the Junior Hotelmen of America and junior chapters of the Hotel Greeters of America and the Hotel Sales Management Association International have been established in the student body.

Placement Service

IN COOPERATION with the Cornell Society of Hotelmen the office of the School maintains an active and aggressive placement service to assist students in obtaining hotel jobs during the summer and to assist graduates in making contacts for permanent positions. A feature of the placement work is the development, through the annual Hotel Ezra Cornell opening, and the attendance at hotel conventions and similar functions, of numerous contacts between students and hotelmen. As a result, the students and graduates have an extensive acquaintance among prospective employers.

A number of hotel and restaurant organizations offer "internship" or "trainee" programs to the members of the junior and senior classes. While the details vary among the organizations, all the programs contemplate a year or more of training with experience in all the departments and with supplemental instruction. In some cases no commitment is made by the employer or the trainee beyond the period of training. In others, more definite arrangements are made. Cooperating organizations have included the Waldorf-Astoria, the American Hotels Corporation, the Mayflower, Hotels Statler, Inc., Stouffer Brothers, Inc., and Greenfield's.

Favored as it is by the endorsement of the American Hotel Association, the School and its work are known to all important hotelmen. Many of these men contribute instruction either directly or through members of their staffs. Consequently, Cornell hotel graduates have been well received in the industry. Many of the graduates have themselves already attained posts of sufficient importance to enable them to place some of their younger associates. All these helpful contacts and the accomplishments of the graduates have contributed to the placement record of the School.

The first Cornell hotel class was graduated in 1925 with eleven members. On October 1, 1951, there were 1,136 living graduates. The partial list below gives an indication of the types of positions held.

HOTELS

- Adams, R. M. '50, Assistant to Manager, Battle House, Mobile, Alabama
Alexander, W. A. '36, General Manager, Arrowhead Hotel Company, Brookings,
South Dakota
Amberg, E. L. '32, President and Manager, Hotel Pontiac, Oswego, New York

- Arbogust, Mrs. Jean '29, Owner-Manager, Sawbill Lodge, Tofte, Minnesota
 Arnold, C. D. '43, Owner-Manager, Grey Gables, San Francisco, California
 Baker, K. W. '29, Manager, Carlton Hotel, Washington, D. C.
 Banta, J. S. '43, Resident Manager, The Colony, Delray Beach, Florida; (Summer) The Colony, Kennebunkport, Maine
 Barash, A. J., Jr. '49, Manager, Columbia Hotel, Wenatchee, Washington
 Barns, G. R. '35, Owner, Hotel Mayflower, Lexington, Virginia
 Batchelder, W. P. '34, Assistant to General Manager, Hotel Chamberlin, Fort Monroe, Virginia
 Beach, D. E. '42, Manager, The Woodstock Inn, Vermont
 Behringer, G. F. '34, Vice-President, Shelter Island House, Shelter Island Heights, New York
 Bennett, J. V. '47, Resident Manager, The Radisson Hotel, Minneapolis, Minnesota
 Bentley, L. V. '33, Owner-Manager, Molly Pitcher Hotel, Carlisle, Pennsylvania
 Bevier, R. H. '32, Manager, Lebanon Hotel, Chautauqua, New York
 Binns, J. P. '28, Vice President, Hilton Hotels Corporation, New York City
 Birdsall, J. F. '35, General Manager, The Skyline Inn, Mt. Pocono, Pennsylvania
 Boggs, R. H. '26, Manager, Hotel Kennewood, Elizabethtown, Pennsylvania
 Bostrom, E. L. '37, Manager, Hotel Huron, Ypsilanti, Michigan
 Boyer, L. M. '35, Resident Manager, Hotel Woodruff, Watertown, New York
 Briggs, F. H. '35, Vice President and General Manager, Virginia Hot Springs Corporation, Hot Springs, Virginia
 Bright, T. M. '27, Owner-Manager, Colonial Terrace Hotel, Atlanta, Georgia
 Brown, C. A. '31, Manager, Nueces Hotel, Corpus Christi, Texas
 Brown, J. M., Jr. '44, Manager, The Normandie, San Juan, Puerto Rico
 Brush, R. M. '34, Assistant Supervising Director, Sheraton Corporation of America, Boston, Massachusetts
 Buddenhagen, A. E. '37, Manager, Sir Walter Hotel, Raleigh, North Carolina
 Buthorn, W. F. '32, Owner-Manager, La Court Hotel, Grand Junction, Colorado
 Butler, C. K. '47, Vice President and General Manager, Hotel Schenley, Pittsburgh, Pennsylvania
 Callahan, W. G. '37, American Hotels Corporation, 570 Lexington Avenue, New York City
 Carr, C. H., Jr. '49, Manager, Villa Margherita Hotel, Charleston, South Carolina
 Clark, E. K. '37, Manager, Lanier Hotel, Macon, Georgia
 Clark, R. W. '48, Manager, Evergreen Hotel, Vancouver, Washington
 Clist, W. M. '45, Hotel, Club, and In-Plant Cafeteria Manager, Kimberly Clark Corporation, Neenah, Wisconsin
 Coats, C. C. '33, Owner-Manager, Sherwood Inn, Skaneateles, New York
 Cobb, G. H. '41, Manager, Tom Sawyer Motor Inn, Elmira, New York
 Cole, J. W. '30, Vice-President, Grenoble Hotels, Chambersburg, Pennsylvania
 Coppage, E. W. '33, Owner-Manager, Aberdeen Hotel, Longport, New Jersey
 Crandall, J. M. '25, Manager, Pocono Manor Inn, Pocono Manor, Pennsylvania
 Davis, D. M. '47, Manager, Raleigh Hotel, Waco, Texas
 Dayton, H. L. '28, Owner, President, and General Manager, Howard Dayton Hotels, Daytona Beach, Florida
 Deveau, T. C. '27, General Manager, Sheraton Biltmore Hotel, Providence, Rhode Island
 Ebersol, W. R. '48, Manager, Hotel Windsor Park, Washington, D. C.
 Engelhardt, Conrad '42, Resident Manager, Sheraton Plaza, Daytona Beach, Florida
 Faiella, J. P. '38, Manager, Cambridge Beaches, Somerset, Bermuda
 Fassett, J. S., III '36, Director, Service Department, American Hotel Association, New York City

- Frazer, H. E. '34, Owner-Manager, Tropical Hotel, Kissimmee, Florida
 Fry, A. G. '38, Manager, La Playa Hotel, Carmel-by-the-Sea, California
 Gibbs, L. C. '26, Partner, Howard Dayton Hotels, Daytona Beach, Florida
 Gibson, A. W., Jr. '42, General Manager, Sheraton Hotel, Buffalo, New York
 Gilman, W. E., Jr. '36, Gilman Hot Springs Hotel, Gilman Hot Springs, California
 Gore, J. A. '42, General Manager, Gore Hotels, Fort Lauderdale, Florida
 Gorman, W. P. '33, Manager, Hotel Sheraton, Pittsburgh, Pennsylvania
 Grady, D. B. '43, Manager, The Battery Park Hotel, Asheville, North Carolina
 Grossinger, P. L. '36, (Winter) Manager, Grossinger Pancoast Hotel, Miami Beach, Florida; (Summer) Manager, Grossinger Hotel, Ferndale, New York
 Hahn, L. E. '33, Owner, Concord Lexington Hotel, Minneapolis, Minnesota
 Handlery, P. R. '42, Manager, Lake Merritt Hotel, Oakland, California
 Hankoff, T. B. '43, Secretary and General Manager, Monte Carlo Hotel, Miami Beach, Florida
 Himmelman, L. P. '33, Manager, Hotel Benjamin Franklin, Seattle, Washington
 Hodges, Richard C. '35, Food Manager, Book Cadillac Hotel, Detroit, Michigan
 Holding, R. '32, Manager, Wellington Hotel, Albany, New York
 Holtzman, R. E. '41, Manager, Hotel Oliver, South Bend, Indiana
 Hooker, M. W. '35, Resident Manager, Holden Hotel, Dayton, Ohio
 Hougen, R. T. '35, Manager, Boone Tavern, Berea College, Berea, Kentucky
 Irwin, R. P. '33, President and Manager, La Valencia, La Jolla, California
 Jackson, H. S., Jr. '32, Owner, Asbury Carlton Hotel, Asbury Park, New Jersey
 Jennings, C. '25, President, Hotel Elton, Waterbury, Connecticut
 Jones, R. H. '43, Manager, Wayne Hotel, Fort Wayne, Indiana
 Just, P. O. '34, Manager, Osthoff Hotel Company, Elkhart Lake, Wisconsin
 Kellogg, B. F. '40, Resident Manager, Breakers-Traymore Hotel, Miami Beach, Florida
 Kemmotsu, K. '28, Managing Director, Pan Pacific Hotel Company Ltd., Tokyo, Japan
 Ketterer, V. M. '37, Manager, Hotel Seneca, Geneva, New York
 King, F. M., Jr. '34, Owner-Operator, King's Inn, Bolton Landing-on-Lake George, New York
 Kohler, C. E., Jr. '47, Manager, Winfield Scott Hotel, Elizabeth, New Jersey
 Krakow, R. W. '48, Assistant to President, Craig Smith Hotels, San Francisco, California
 Lee, L. H. '30, Owner-Manager, Hotel Laguna, Laguna Beach, California
 Lee, W. W., Jr. '36, Resident Manager, Hotel Roosevelt, New York City
 Lose, H. F. '35, Vice-President, Hotel Jayhawk, Topeka, Kansas
 Luke, A. D. '36, Manager, Hotel Dale, Holdrege, Nebraska
 MacLennan, H. A., '26, Manager, Princess Hotel, Bermuda
 MacNab, J. K. '38, Co-owner and Manager, Delray Beach Hotel, Delray Beach, Florida
 MacNab, R. B., Jr. '37, Partner-Manager, MacNab Brothers Hotels Company, Bozeman, Montana; Delray Beach and Winter Haven, Florida
 Malamut, L. '49, Vice President, Breakers Hotel, Atlantic City, New Jersey
 Mayo, J. B. '41, Vice President and Managing Director, Mayo Hotel, Tulsa, Oklahoma
 McAllister, A. J. '29, Manager, The Webster Hotel, Chicago, Illinois
 McNamara, P. J. '35, Manager, Warwick Hotel, Philadelphia, Pennsylvania
 Merrick, A. B. '30, Vice President and Managing Director, Roger Smith Hotels, New York City
 Merwin, R. M. '42, Manager, Oglethorpe Hotel, Brunswick, Georgia
 Miner, F. L. '26, House Manager, Lake Mohonk Mountain House, Mohonk Lake, New York
 Mitroff, A. P. '42, Manager, Hotel Adnabrown, Springfield, Vermont

- Moore, L. H., Jr. '44, Manager, The Rose Inn, Crossett, Arkansas
 Morris, A. E. '31, Proprietor, American Hotel, Bethlehem, Pennsylvania
 Moser, A. C. '40, Owner-Manager, Pine Crest Inn, Pinchurst, North Carolina
 Murphy, J. J., Jr. '38, Manager, Arlington Inn, Potsdam, New York
 Neuhauser, J. B. '41, Owner-Operator, Major Pelham Hotel, Pelham, Georgia
 Newsom, D. W. '42, Owner, Eagle Knob Lodge, Cable, Wisconsin
 Niel, R. M., Jr. '48, Manager, Hotel 33, New York City
 Noyes, R. S. '43, Manager, Bellerive Hotel, Kansas City, Missouri
 Ogden, J. '39, Vice-President, Hotel Wisconsin, Milwaukee, Wisconsin
 Papanou, P. S. '47, Manager, The Castleton Hotel, New Castle, Pa.
 Parker, W. '51, Manager, Palmer Gulch Lodge, Hill City, South Dakota
 Parlette, B. A., '32, Owner-Manager, Sea Spray Hotel, Virginia Beach, Virginia
 Pearce, J. W., Jr. '39, Owner, The Garnet Inn, Center Harbor, New Hampshire
 Perry, J. F. '30, Assistant to the President, American Hotels Corporation, New York City
 Pew, R. H. '33, Manager, The Lafayette, Portland, Maine
 Price, L. A., Jr. '45, Manager, Hotel Franconia, New York City
 Ramage, E. D. '31, President and General Manager, Hillcrest Hotel, Toledo, Ohio
 Rappaport, R. A. '49, Proprietor, The Avaloch, Lenox, Massachusetts
 Read, J. L. '38, General Manager, Hotel Severin, Indianapolis, Indiana
 Ready, R. M. '45, Owner-Manager, Sherburne Inn, Sherburne, New York
 Reas, J. R. '50, Resident Manager, New Navarre Hotel, Toledo 3, Ohio
 St. Laurent, G. C. '33, President, St. Laurent Hotels, New York City
 Sayles, C. I. '26, Manager, Star Lake Inn, Star Lake, New York
 Schmid, A. '42, Manager, Lake Shore Hotel, Cleveland, Ohio
 Schoenbrunn, L. E. '40, Assistant to the President, Drake Hotel, Chicago, Illinois
 Seneke, V. M. '35, General Manager, Necomb Hotels, San Francisco, California
 Shea, J. L. '26, Proprietor, Holmewood Inn, New Canaan, Connecticut
 Shields, W. W. '33, Managing Director, Hotel Bannock, Pocatello, Idaho
 Shinnen, H. I. '34, Manager, Onawa Lodge, Mountainhome, Pennsylvania
 Smith, B. R. '39, Vice-President, Shirley-Savoy Hotel, Denver, Colorado
 Smith, J. B. '31 (Winter) Vice President, Flamingo Hotel, Miami Beach, Florida;
 (Summer) President, Wentworth-by-the-Sea, Portsmouth, New Hampshire
 Smith, R., Jr. '33, Manager, Hotel Pfister, Milwaukee, Wisconsin
 Sonnabend, P. '50, Manager, Hotel Shelton, Boston, Massachusetts
 Strand, C. R. '43, Assistant to Vice President, Hilton Hotels, New York City
 Temple, J. B. P. '38, Manager, General Oglethorpe Hotel, Savannah, Georgia
 Tiffany, B. D. '39, Catering Manager, Hotel Spokane, Spokane, Washington
 Timmerman, R. L. '31, Manager, Hotel Argonne, Lima, Ohio
 Traub, G. F. '31, Owner-Manager, The Alexander Hamilton Inn, Clinton, New York
 Trier, R. C., Jr. '32 (Winter) Owner-Manager, Villa Goodrich Hotel, Sarasota, Florida;
 (Summer) General Manager, Marshall House, York Harbor, Maine
 Turner, F. M. '33, Manager, Hotel Henning, Casper, Wyoming
 Tyo, Ruel '27, General Manager, Packard Hotels Company, Findlay, Ohio
 Upchurch, W. W., Jr. '49, Manager-Lessee, St. Charles Hotel, Ft. Myers, Florida
 Vestal, R. B. '35, Manager, Hotel Windsor, Americus, Georgia
 Waldron, P. A. '35, President, Homestead Hall, Greenwich, Connecticut
 Washburn, W. C. '40, Owner, Demopolis Inn, Demopolis, Alabama
 Wayne, F. E. '49, Manager, Hotel Wayne, Lyons, New York
 Weiner, M. W. '35, Owner-Manager, Plymouth Hotel, Miami Beach, Florida;
 (Summer) Owner-Manager, White Roe Lake Inn, Livingston Manor, New York
 Westfall, H. E. '34, Owner-Manager, Hotel Prince, Tunkhannock, Pennsylvania
 Whitacre, E. B. '35, Manager, Hotel Whittier, Philadelphia, Pennsylvania
 Wickes, Mary (Mrs. A. V. Taft) '26, Manager, Hotel Embassy, Tampa, Florida

- Williams, H. B. '30, General Manager, Hotel Ambassador, Atlantic City, New Jersey
 Williams, R. W. '35, Manager, The Rumely, La Porte, Indiana
 Wright, E. T. '34, Manager, Greenbrier Hotel, White Sulphur Springs, West Virginia
 Wulf, N. W. '48, Manager, The Graymore, Portland, Maine

RESTAURANTS

- Allison, N. T. '28, Manager, Stouffer's, 531 Pennsylvania Avenue, Pittsburgh, Pennsylvania
 Allison, W. E. '45, Lessee, Quaker House, Tallahassee, Florida
 Anders, W. R. '43, Manager, Anders Cafeteria, Cleveland, Ohio
 Baldwin, D. C. '49, Food Service Director, YMCA, Cincinnati, Ohio
 Biehler, N. G., Jr. '50, Manager, Biehler's Restaurant, Hamburg, New York
 Bilger, R. M. '40, Manager, Yodel Inn Restaurants, Baltimore, Maryland
 Blair, B. J. '33, Manager, Blair's Wilshire, Inc., Los Angeles, California
 Blankinship, W. C. '31, Manager, Stouffer's Shaker Square Restaurant, Cleveland, Ohio
 Brown, R. W. '49, Manager, Nystrom's, North Hackensack, New Jersey
 Bullock, J. A. '32, Manager, Commissary Division, Prudential Insurance Company, Newark, New Jersey
 Clark, J. M. '41, Steward in charge of New Commissaries, Creole Petroleum Corporation, Las Piedras, Venezuela, South America
 Clement, C. A. '28, Cafeteria Manager, DuPont de Nemours, Wilmington, Delaware
 Cohn, J. H. '41, Manager, Van De Kamp's Coffee Shop, Los Angeles, California
 Copp, B. F. '29, Vice President, Purchasing, The Stouffer Corporation, Cleveland, Ohio
 Critchlow, R. R. '40, Manager, L. S. Donaldson's Restaurant, Minneapolis, Minnesota
 DeGasper, E. E. '44, Manager, Riviera Restaurant, Buffalo, New York
 Dillenbeck, H. A. '37, Restaurant Manager, Hot Shoppes, Inc., Washington, D.C.
 Dunn, P. A. '37, Foods Supervisor, Army Exchange Service, Baltimore, Maryland
 Dunnack, G. B. '30, Supervisor, M and M Restaurants, Wilmington, Delaware
 Estes, D. '43, Owner, "Landfall," Woods Hole, Massachusetts
 Faber, E. C. '28, Owner, Faber's Bakeries, Buffalo, New York
 Fertitta, I. A. '39, Manager, Anthony's, Woodmere, Long Island, New York
 Filsinger, M. O. '39, Manager, Colonnade Restaurant, 1501 Euclid Avenue, Cleveland, Ohio
 Floros, N. P. '36, Co-Owner and Manager of "The Normandie," Ithaca, New York
 Gillette, C. J. '28, Gillette's Cafeteria, Santa Ana, California
 Gillette, K. '28, Gillette's Restaurant, Elmira, New York
 Hanzas, T. P. '50, Manager, Roxy's Restaurant, Pittsburgh, Pennsylvania
 Hart, B. M. '48, Owner, The Tennessean Restaurant, Morristown, Tennessee
 Heilman, H. R., '39, President, Heilman's Restaurants, Lorain, Ohio
 Herb, H. G. '31, Manager, Stouffer's, 32 E. Randolph, Chicago, Illinois
 Hines, G. H. '42, Ralph L. Blaikie Industrial Feeding Institute, New York City
 Holden, J. L. '35, Manager, Industrial Cafeteria, Spiegels Inc., Chicago, Illinois
 Horn, M. L. '50, Restaurant Manager, Mayfair Farms, West Orange, New Jersey
 Howard, K. E. '31, Assistant Director, Bureau of School Lunches, Board of Education of the City of New York, Brooklyn, New York
 Kayser, J. G. '44, Operators' Quarters Supervisor, New Jersey Bell Telephone Company, Newark, New Jersey

- Kellogg, C. J., Jr. '38, Manager of Cafeteria, Blue Swan Mills, Sayre, Pennsylvania
Kramer, H. W. '38, Manager, Kramer's Restaurant, Pittsburgh, Pennsylvania
Lewis, R. W. '30, Partner, Sam's Restaurant, Hackensack, New Jersey
Linz, M. '43, Manager, Lobster Restaurant, New York City
Mayer, H. M. '39, Vice-President and Chicago Plant Manager, Oscar Mayer Company, Chicago, Illinois
McColl, W. C. Jr. '40, Manager, Industrial Cafeteria, Thompson Products, Cleveland, Ohio
McCormick, J. W. '50, Manager, Cafeteria, Schaefer Brewery, Brooklyn, New York
McLamore, J. W. '47, Owner-Manager, The Colonial Inn, Wilmington, Delaware
Merwin, E. O. '36, Food Manager, Bloomingdale's Department Store, New York City
Montague, H. A. '34, General Manager, Fred B. Prophet Co., Detroit, Michigan
Moran, H. A. '40, Owner, Henry Moran's, Syracuse, New York
Mosso, C. G. '32, Manager, Tramor Cafeteria, Orlando, Florida
Muth, J. C. '42, Assistant Manager, Commissary, Hot Shoppes, Washington, D.C.
Natanen, E. O. '37, Hot Shoppes Caterers Inc., Newark Airport, Newark, New Jersey
Phelps, S. N. '39, Supervisor, Food, Pennsylvania Railroad, Sunnyside Yards, Long Island, New York
Reyelt, H. G. '39, President, Williamson and Reyelt, New Rochelle, New York
Reynolds, E. S. '47, General Manager, Thompson Spas Restaurants, Boston, Massachusetts
Rockey, J. A. '39, Cafeteria Manager, Travelers Insurance Company, Hartford, Connecticut
Sabella, K. S. '50, Manager, Industrial Food Crafts, Mutual Life Insurance Company, Hartford, Connecticut
Savage, K. H. '26, Assistant Dining Service Manager, New York Telephone Company, New York City
Scott, L. N. '39, Manager, Wool-Scott Bakery, Ithaca, New York
Smith, J. L. '48, General Manager, Slater System, Snellenburg's Department Store, Philadelphia, Pennsylvania
Smith, M. C. '32, Assistant to President, Slater Foods, Philadelphia, Pennsylvania
Steenberg, R. W. '29, Manager, Restaurant Division, Marshall Fields, Chicago, Illinois
Taylor, E. J. '37, Owner-Manager, The Dutch Cupboard, Downingtown, Pennsylvania
Terrell, B. W. '42, Cafeteria Manager, Pratt and Whitney Aircraft, Hartford, Connecticut
Terwilliger, E. '28, Stouffer's, 1365 Euclid Avenue, Cleveland, Ohio
Vanderslice, J. A. '43, Secretary and General Manager, Van's Restaurants, Harrisburg, Pennsylvania
Vinnicombe, E. J., Jr. '33, Vice-President, McCormick and Company Inc., Baltimore, Maryland
Wegner, N. E. '27, Manager, Bishop Cafeteria, Rockford, Illinois
Whitehill, R. K. '39, Director, Forsyth County School Food Program, Winston-Salem, North Carolina
Whitney, R. W. '49, Food Service Manager, Rhodes Department Store, Seattle, Washington
Wladis, A. N. '39, Manager, Oriole Cafeterias, Baltimore, Maryland
Wotiz, M. H., Jr. '34, General Manager, Wotiz Meat, Newark, New Jersey

CLUBS

- Ashworth, F. O., Jr. '41, Manager, Wilmington Country Club, Wilmington, Delaware
- Bartley, M. C. '30, Manager, Multnomah Athletic Club, Portland, Oregon
- Batt, J. A. '43, Manager, Saturn Club, Buffalo, New York
- Blaisdell, R. H. '38, Manager, Patterson Club, Westport, Connecticut
- Burns, T. C. '36, General Manager, Baltusrol Golf Club, Springfield, New Jersey
- Casey, B. M. '49, Manager, Omaha Country Club, Omaha, Nebraska
- Chamberlin, J. B. '39, Manager, Westport Club, Westport, Massachusetts
- Conner, J. W. '40, Manager, Statler Club, Cornell University, Ithaca, New York
- Deuel, R. G. '51, Manager, Garden City Country Club, Garden City, New York
- Harrington, A. A. '29, Manager, Congress Lake Club, Hartville, Ohio
- Haynes, C. E. '44, Manager, Country Club of Decatur, Decatur, Illinois
- Huber, H. L. '39, Manager, North Shore Country Club, Glen Head, Long Island, New York
- Jewett, H. M. '40, Manager, The Apawamis Club, Rye, New York
- Johnston, R. T. '50, Manager, Warwick Country Club, Warwick, Rhode Island
- Knipe, J. R. '31, Manager, Philadelphia Cricket Club, Philadelphia, Pennsylvania
- Lafey, C. W. '40, Manager, Commissioned Officers Club Philadelphia Navy Yard, Philadelphia, Pennsylvania
- Lucha, A. M. '35, General Manager, Wilmington Country Club, Wilmington, Delaware
- Lyon, E. '38, Manager, Elmira Country Club, Elmira, New York
- MacDonald, U. A. '38, Manager, Detroit Boat Club, Detroit, Michigan
- Middleton, J. C. '36, Manager, Mohawk Golf Club, Schenectady, New York
- Moon, H. V. '30, Manager, Charlotte Country Club, Charlotte, North Carolina
- Murray, H. J., Jr. '44, Manager, Glens Falls Country Club, Glens Falls, New York
- Nicholson, J. T. '49, Manager, Pine Orchard Country Club, Pine Orchard, Connecticut
- O'Brien, R. W., Jr. '49, Manager, Plymouth Country Club, Norristown, Pennsylvania
- Olsen, E. L. '36, Manager, The Houston Club, Houston, Texas
- Rancati, A. C. '46, Manager, Mentor Harbor Yacht Club, Mentor-on-the-Lake, Ohio
- Reagan, R. A., Jr. '38, Manager, Elmira City Club, Elmira, New York
- Redington, R. E. '32, Manager, Indianapolis Athletic Club, Indianapolis, Indiana
- Saurman, I. C. '38, Manager, Fort Wayne Country Club, Fort Wayne, Indiana
- Smith, T. M. '39, Manager, Harvey Seeds Post, American Legion, Miami, Florida
- Tower, H. E. '47, Manager, Syracuse University Club, Syracuse, New York
- Vesley, H. P. '49, Manager, Pueblo Golf and Country Club, Pueblo, Colorado
- Waldron, J. H. '34, Manager, North Hempstead Country Club, Port Washington, Long Island, New York
- Wallen, R. K. '50, Manager, Westhampton Country Club, Long Island, New York
- Wannop, H. W. '42, and J. W. '42, Co-Managers, Wianno Club, Wianno, Massachusetts
- Weir, A. J. '49, Manager, Niagara Falls Country Club, Niagara Falls, New York
- Welt, H. E. '34, General Manager, Old Pueblo Club, Tucson, Arizona
- Whiteman, K. I. '41, Manager, University Club, Wilmington, Delaware
- Willard, P. N. '42, Manager, Alamance Country Club, Burlington, North Carolina
- Willis, F. S. '50, Manager, Olean Country Club, Olean, New York

HOSPITALS

- Badger, C. R. E. '49, Assistant Manager, Colonial Hospital, Rochester, Minnesota
- Bowen, O. M. '40, Assistant Superintendent, Allentown Hospital Association, Allentown, Pennsylvania
- Bryant, R. P. '47, Assistant Director, Albany Hospital, Albany, New York
- Caddy, E. R. '33, Administrator, Westmoreland Hospital Association, Greensburg, Pennsylvania
- Colby, J. W. '48, Assistant Superintendent, The Children's Hospital, Cincinnati, Ohio
- Corwin, C. D. '35, Treasurer, Clifton Springs Sanitarium, Clifton Springs, New York
- Gable, H. L. '36, Administrator, Tipton County Memorial Hospital, Tipton, Indiana
- Grant, D. S. '49, Assistant Director, Lankenau Hospital, Philadelphia, Pa.
- Jackson, M. W. '31, Assistant Administrator, The Queen's Hospital, Honolulu, Hawaii
- Kincade, D. A. '49, Assistant Food Service Supervisor, Presbyterian Hospital, New York City
- Ludewig, V. F. '34, Superintendent, George Washington University Hospital, Washington, D.C.
- Richman, E. L. '47, Administrator, Manhattan General Annex Hospital, New York City
- Sorensen, F. C. '35, Business Manager, St. Francis Hospital, Colorado Springs, Colorado
- Vanderwarker, R. D. '33, Director, Passavant Memorial Hospital, Chicago, Illinois
- Watson, R., Jr. '48, Assistant General Manager, The Kahler Corporation, Rochester, Minnesota

DORMITORIES AND UNIONS

- Adams, B. B. '37, Manager, East Campus Dining Halls, Florida State University, Tallahassee, Florida
- Andrae, R. '42, Food Manager, Student Union, Oklahoma A. & M. College, Stillwater, Oklahoma
- Cope, H. C. '41, Manager, Residential Halls, Earlham College, Richmond, Indiana
- Dalla, F. C. '49, Director of College Union and Residence Halls, New York State College for Teachers, Buffalo, New York
- Davis, W. N. '31, Supervisor of Dining Halls, Brown University, Providence, Rhode Island
- Fauerbach, G. '35, Manager, City College Cafeterias and Dining Rooms, City College of New York, New York
- Hannum, P. C. '33, Supervisor, Residence Halls, University of California at Los Angeles, Los Angeles, California
- Kersey, R. L. '49, Assistant Director, Stephens Union, University of California, Berkeley, California
- King, H. P. '47, Director of Food Service, David Lipscomb College, Nashville, Tennessee
- Miller, W. H. Jr., '38, Director of Dining Halls, Virginia Polytechnic Institute, Blacksburg, Virginia
- Minah, T. W. '32, Director of Dining Halls, Duke University, Durham, North Carolina
- Price, E. T. '47, Supervisor of Residential Halls and Housing, Agricultural College, University of California, Davis, California

- Shaw, L. J. '48, Assistant Steward, Student Union, Colgate University, Hamilton, New York
- Shaw, M. R. '34, Manager, Residential Halls, Cornell University, Ithaca, New York
- Summers, R. A. '41, Food Service Director, Middlebury College, Middlebury, Vermont
- Webster, E. R. '37, Assistant Foods Supervisor, Men's Residence Halls, Purdue University, West Lafayette, Indiana
- Whiting, E. A. '29, Assistant Director, Willard Straight Hall, Cornell University, Ithaca, New York

AIR LINES

- Babcock, J. J., Jr. '36, Vice President, Airline Catering, Dobbs House, Memphis, Tennessee
- Droz, A. W. '40, Commissary Department, Latin American Division, Pan American World Airways, Miami, Florida
- Hess, M. W. '31, Manager, Sky Chefs, Inc., Greater Cincinnati Airport, Erlanger, Kentucky
- McCrary, F. J. '39, Ground Service Superintendent, Pacific-Alaska Division, Pan American Airways, Mills Field, San Francisco, California
- McDonough, J. J. '44, United Airlines, Chicago, Illinois
- Nixon, G. '49, Dining Service Staff, United Air Lines, Denver, Colorado
- Parrott, P. G. '41, Flight Service, Pan American World Airways, La Guardia Field, New York
- Shuff, C. H. '37, Sales Development Manager, Eastern Air Lines, New York

Admission

ADMISSION to the School of Hotel Administration is granted in September and in February to the prospective student who meets:

- A. The regular academic entrance requirements, and
- B. The requirements in personal qualifications.

A. ACADEMIC REQUIREMENTS

The applicant must have completed a secondary-school course and must offer sixteen units of entrance credit including English, four units, and mathematics, two units. The remaining units are to be selected from the following list. The figures in parentheses following each subject indicate its value in entrance units and show the minimum and the maximum amount of credit allowed in the subject.

ENGLISH, 4 YEARS (required of all entering students) 4
FOREIGN LANGUAGES (modern and ancient)

French	1-4	Spanish	1-4
German	1-4	Greek	1-3
Hebrew	1-3	Latin	1-4
Italian	1-3		

(It is desirable to present at least two years of a foreign language for entrance credit, although credit will be granted for a single year of study in not more than two languages.)

MATHEMATICS

Elementary Algebra	1	Plane Geometry	1
Intermediate Algebra	1	Solid Geometry	$\frac{1}{2}$
Advanced Algebra	$\frac{1}{2}$	Plane Trigonometry	$\frac{1}{2}$

SCIENCES

Biology	1	General Science	1
Botany	$\frac{1}{2}$ -1	Physical Geography	$\frac{1}{2}$ -1
Chemistry	1	Physics	1
Earth Science	$\frac{1}{2}$ -1	Zoology	$\frac{1}{2}$ -1

(If a unit in biology is offered, a half-unit in botany and a half-unit in zoology may not also be counted.)

SOCIAL STUDIES, including history (each course) $\frac{1}{2}$ -1

VOCATIONAL SUBJECTS

Agriculture	$\frac{1}{2}$ -1	Electives—any high school subject	
Bookkeeping	$\frac{1}{2}$ -1	or subjects not already used and	
Drawing	$\frac{1}{2}$ -1	acceptable to the University	$\frac{1}{2}$ -2
Home Economics	$\frac{1}{2}$ -1		
Industrial Arts	$\frac{1}{2}$ -1		

A candidate may obtain credit in the subjects he wishes to present for admission in one or more ways, as follows:

1. By presenting an acceptable school certificate.
High-school and other preparatory work is appraised by the Director of Admissions. Credentials should be sent to him at Edmund Ezra Day Hall, Cornell University, Ithaca, New York.
2. By passing, in the required subjects, the examinations of the College Entrance Examination Board.
3. By passing the necessary Regents examinations.

Since students enroll for the work in hotel administration at Cornell University from all parts of the United States and from other countries, and since the subjects of study available to students in the high schools vary from section to section, the prospective student is allowed wide freedom in the choice of his high-school subjects. Only English, obviously valuable, and the minimum mathematics necessary for the important required sequence of courses in engineering are specified. Students and vocational advisers should not, however, be misled by this freedom. The curriculum in hotel administration includes a number of rigorous courses in accounting, science, and engineering, and, while the committee on admissions gives due weight to the more personal factors, it insists, for the protection of the prospective student, on evidence of good scholastic ability—ability to carry an exacting college program.

For those students who attend the larger schools with a wealth of offerings, some suggestions as to choice of studies may be welcome. The committee believes that a sequence of study of at least three years of a foreign language is likely to be useful to the hotelman or restaurateur and that its completion is an evidence of scholastic ability. Two years of a language are of much less value than three.

A three- or four-year sequence in mathematics is also evidence of good workmanship. Trigonometry is useful in the engineering courses. Of the sciences, physics, as an additional foundation for the engineering, and chemistry are preferred. Some history should be included.

In the selection of a preparatory course, consideration should be given to the student's interests and the school's facilities. It may be, nevertheless, that the following *suggested* preparatory program will be helpful to the adviser, the parent, and the student.

English, four units
Foreign language, three units
French, German, Spanish, or Latin
Mathematics, three units
Elementary Algebra, Intermediate Algebra, and Plane Geometry. Also, if possible, Trigonometry, Advanced Algebra, or Solid Geometry
History, at least one unit
Chosen according to the interest of

the student and the facilities of the school.
Science, two units
Physics (helpful in the engineering);
Chemistry (helpful with foods work);
General Science; Biology (helpful with foods work)
Electives, enough units to make the total sixteen.

B. PERSONAL REQUIREMENTS

As more applicants can meet the academic requirements stated under A than can be accommodated, the faculty attempts to choose through a Committee on Admissions (whose decisions are final) those likely to profit most by the instruction offered. The Committee asks that each prospective student arrange an interview with a representative of the school and that each prospective student take the Scholastic Aptitude Test given by the College Entrance Examination Board. Applicants are required to furnish three pictures, passport size, at the time of the interview if pictures were not forwarded with the formal application.

The interviews are best held in Ithaca. However, to meet the convenience of the large number of prospective students who reside at some distance from the University, an interview team goes to Chicago each year at the time of the Mid-West Hotel Exposition, to Boston at the time of the New England Hotel Exposition, and to Cleveland, New York, Philadelphia, and Washington during March and April. To meet the needs of those in the western and southern states and abroad, arrangements have been made with graduates and others active in the hotel and restaurant business in most of the principal cities of the world to serve as interviewers. The prospective student should inform the School of his choice of time and place for his interview.

The Scholastic Aptitude Test is given by the College Entrance Examination Board at points all over the country and at the larger cities abroad. It is given about five times a year, and the prospective student should plan to take the test in December or January or else in March. Detailed information regarding the places of examination and the exact dates can be obtained by writing to the College Entrance Examination Board at Box 592, Princeton, New Jersey. Prospective students residing in the Rocky Mountain states or farther west should address the Board at Box 9896, Los Feliz Station, Los Angeles 27, California. Application for admission to the examination should be made well in advance.

The procedures involved in securing admission may appear somewhat involved. They are designed, however, to protect the prospective student. Only those are admitted who seem likely to be able to carry a rigorous college program and who seem likely later to be successful in the industry. The risk of future failure or disappointment is thus reduced to a minimum. To provide ample time for all the arrangements, the formal application for admission should be filed before March 1 for students planning to enter in September. Students planning to enter the spring term in February should file formal application by December 1.

Every candidate for matriculation must submit to the Director of Admissions a satisfactory certificate of vaccination against smallpox, preferably not later than August 1 if he is to be admitted in September, or not later than January 1 if he is to be admitted in February. It will

be accepted as satisfactory only if it certifies that within the last five years a successful vaccination has been performed or three unsuccessful attempts at vaccination have been made.

Every candidate for admission must file with his application at the office of the Director of Admissions either a certificate of good moral character, or, if he has attended some other college or university without graduating from it, a certificate of honorable dismissal from it.

ADVANCED STANDING

With the approval of the Committee on Admissions students may be admitted to the School with advanced standing from other institutions of collegiate grade. To such students credit will ordinarily be given, against the specific degree requirements, for those courses for which substantially equivalent work has been done. For that portion of the student's work not applicable to the specific requirements credit up to twenty-four hours will ordinarily be given against the requirement of one hundred and twenty hours. The total of transfer credit allowed may not exceed sixty semester hours. Such students will be held, in common with the others, for the completion of the hotel-practice requirement before the last term of residence. Such students are expected to take the Scholastic Aptitude Test and to present themselves for interviews. Formal applications for admission should be filed before March 1 with the Director of Admissions, Edmund Ezra Day Hall, Cornell University, Ithaca, New York.

COLLEGE GRADUATES

A number of college graduates looking forward to executive positions in the hotel field have found it possible to arrange attractive one-year or two-year programs of study in the specific hotel courses. When approved by the Committee on Admissions, such students enter as undergraduates with advanced standing, and their schedules are specifically arranged to fit the individual's preparation and aims. The amount of time necessary to meet the degree requirements varies with the student's previous study and hotel experience but should ordinarily not exceed four or five semesters. Those not interested in the second degree can cover a substantial and worthwhile amount of hotel subject matter in an intensive one-year course. But students planning a one-year program are cautioned that with the current heavy demand for the limited-capacity laboratory courses a delay of a semester or two is not unusual in securing admission to advanced laboratory courses. College students planning to study hotel administration after graduation should seek hotel experience during the summer months and are advised to consult the School of Hotel Administration regarding their undergraduate programs.

To provide the Committee on Admissions with homogeneous data for all prospective students, college graduates, in common with all other applicants, are asked to take the Scholastic Aptitude Test and to present themselves for interviews.

Requirements for Graduation

STUDENTS regularly enrolled in the courses in hotel administration are candidates for the degree of Bachelor of Science.

The requirements are the completion, with a general average grade of seventy, of one hundred and twenty credit hours, required and elective, as set forth below; the completion, before the last term of residence, of sixty points of hotel-practice credit as defined on page 53; and the completion, during the first four terms of residence of the University requirements in military science and tactics (page 27) and physical training (page 27).

<i>Specifically Required</i>	<i>Credit Hours</i>
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Hotel Accounting: 81, 82, 181, 182	16
Hotel Administration: 100, 114, 171	8
Hotel Engineering: 260 plus twelve additional hours	15
Foods: 120, 220, and Institution Management 200, 210, or Hotel Administration 201 ¹	8
Economics: 101 or 105-106 plus three additional hours ²	8
Chemistry: Hotel Administration 214-215 or Chemistry 101-102 ³	6
English: 111-112	6
Speech: 101 or Extension Teaching 101-102 ⁴	3
Animal Husbandry: 91	2

Total Specifically Required	72
<i>Hotel Electives</i>	24
<i>Free Electives</i>	24

Total Credit Hours for Graduation	120
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A suggested program of courses arranged by years appears on pages 45 to 49. The specifically required courses there indicated account for seventy-two of the total of one hundred and twenty hours. From the list of hotel electives (page 47) some combination of courses, the credit for

¹ Institution Management 200 satisfies in addition one hour of Hotel electives. Institution Management 210 or Hotel Administration 201 satisfies in addition two hours of Hotel electives.

² Economics 105-106 satisfies in addition one hour of Hotel electives.

³ Food and Nutrition 214-215 satisfies in addition four hours of Hotel electives.

⁴ Extension Teaching 101-102 satisfies in addition one hour of Hotel electives.

which totals at least twenty-four hours, is also to be taken. The remaining twenty-four hours may be earned in courses chosen at will, with the approval of the adviser, from courses offered by any college of the University, provided only that the customary requirements for admission to the courses chosen are met.

Students in the School of Hotel Administration who plan to attend summer school at Cornell or elsewhere and Cornell students who propose to attend any other university with the expectation that credit thus earned might be counted toward the Cornell degree in hotel administration, should obtain the approval of the School in advance. Credit will not be allowed otherwise.

Credit earned in the courses in military science and tactics or naval science, required of all physically fit men students, except certain classes of veterans, may be counted in the twenty-four hour group of free electives. Both men and women students are required by the University faculty to take courses in physical education, but no credit against the academic degree requirement is allowed for these courses.

Curriculum*

(Grouped according to years)

THE FRESHMAN YEAR

Specifically Required

	Credit Hours
Orientation (<i>Hotel Administration</i> 100)	2
Accounting (<i>Hotel Accounting</i> 81 and 82)	8
Introductory Course in Reading and Writing (<i>English</i> 111 and 112)	6
Psychology (<i>Hotel Administration</i> 114)	3
Food Preparation (<i>Food and Nutrition</i> 120 and 220)	6
Mechanical Drawing (<i>Hotel Engineering</i> 260)	3
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Suggested Electives

†Lectures on hotel management (<i>Hotel Administration</i> 155)	1
†Typewriting (<i>Hotel Administration</i> 37)	2
†Computation (<i>Hotel Accounting</i> 89)	2
†French, Spanish, or other modern languages, according to preparation	6
General Biology (<i>Biology</i> 1)	6

THE SOPHOMORE YEAR

Specifically Required

Hotel Accounting (<i>Hotel Accounting</i> 181 and 182)	8
Modern Economic Society (<i>Economics</i> 101)	5
Chemistry and its Application to Food Preparation (<i>Hotel Administration</i> 214-215)	10
†Elective Courses in hotel engineering	6
Quantity Food Preparation: Elementary Course (<i>Institution Management</i> 200)	3
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Suggested Electives

†Lectures on hotel management (<i>Hotel Administration</i> 155)	1
†Nutrition and Health (<i>Food and Nutrition</i> 190)	2
†Hotel Furnishing and Decoration (<i>Housing and Design</i> 130)	2
†Hotel Textiles (<i>Textiles</i> 140)	2
†Hotel Housekeeping (<i>Textiles</i> 140a)	1
†Hotel Structures and Maintenance (<i>Hotel Engineering</i> 266)	3
†Special Hotel Equipment (<i>Hotel Engineering</i> 261)	3
†Food and Beverage Control (<i>Hotel Accounting</i> 184)	3
†Front Office Procedure (<i>Hotel Accounting</i> 188)	1
†Business Writing (<i>Hotel Administration</i> 238)	3
†General Bacteriology (<i>Bacteriology</i> 1)	6
†Household Bacteriology (<i>Bacteriology</i> 4)	3
†Human Physiology (<i>Physiology</i> 303)	3
†Business Psychology (<i>Hotel Administration</i> 115)	3

* See pages 11 to 28 for detailed description of courses.

† Hotel elective. Twenty-four hours of courses so marked are to be taken.

‡ The requirement in elective hotel engineering may be satisfied by any of the elective courses offered by the Department of Hotel Engineering and described on pages 20 and 21.

THE JUNIOR YEAR

Specifically Required

	<i>Credit Hours</i>
Meat and Meat Products (<i>Animal Husbandry</i> 91).....	2
‡Elective courses in hotel engineering	6
§An elective course in economics	3
An elective course in expression:	3
Public Speaking (<i>Speech and Drama</i> 101)	
Elements of Journalism (<i>Extension Teaching</i> 15)	
Oral and Written Expression (<i>Extension Teaching</i> 101 and 102)	

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Suggested Electives

†Lectures on hotel management (<i>Hotel Administration</i> 155).....	1
†Hotel Menu Planning (<i>Hotel Administration</i> 124).....	1
†Auditing (<i>Hotel Accounting</i> 183).....	3
†Hotel Accounting Problems (<i>Hotel Accounting</i> 185).....	2
†Interpretation of Hotel Financial Statements (<i>Hotel Accounting</i> 186).....	2
†Tax Computation (<i>Hotel Accounting</i> 187).....	2
†Tax Accounting for Hotels (<i>Hotel Accounting</i> 287).....	2
†Personnel Administration (<i>Hotel Administration</i> 119).....	3
†Resort Management (<i>Hotel Administration</i> 113).....	1
†Hotel Public Relations (<i>Hotel Administration</i> 176).....	1
†Hotel Promotion (<i>Hotel Administration</i> 178).....	1
†Hotel Advertising (<i>Hotel Administration</i> 179).....	1
†Sales Promotion (<i>Hotel Administration</i> 278).....	1
†General Survey of Real Estate (<i>Hotel Administration</i> 191).....	2
†Fundamentals of Real Estate (<i>Hotel Administration</i> 192).....	2
†Fire and Inland Marine Insurance (<i>Hotel Administration</i> 196).....	3
†Liability, Compensation, and Casualty Insurance (<i>Hotel Administration</i> 197).....	3
†Water Systems (<i>Hotel Engineering</i> 262).....	3
†Steam Heating (<i>Hotel Engineering</i> 263).....	3
†Electrical Equipment (<i>Hotel Engineering</i> 264).....	3
†Catering (<i>Institution Management</i> 310).....	3
†Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management</i> 330).....	3
†Hotel Stewarding (<i>Hotel Administration</i> 118).....	3
†Food Selection and Purchase for the Institution (<i>Institution Management</i> 220).....	3
Money, Currency, and Banking (<i>Economics</i> 203).....	3
Corporation Finance (<i>Economics</i> 311).....	3
Introduction to the Study of Society (<i>Sociology</i> 101).....	3
Statistics (<i>Agricultural Economics</i> 111).....	3
General Geography (<i>Geology</i> 105).....	3

Courses in English composition or literature, in history, or in government.
See also the electives suggested for the freshman and sophomore year.

† Hotel elective. Twenty-four hours of courses so marked are to be taken.

‡ The requirement in elective hotel engineering may be satisfied by any of the elective courses offered by the Department of Hotel Engineering and described on pages 20 and 21.

§ The requirement in elective economics may be satisfied by any course in economics beyond Economics 101 listed on pages 17 and 20.

CURRICULUM

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THE SENIOR YEAR

Specifically Required

*Credit
Hours*

Law of Business (*Hotel Administration* 171)..... 3

Suggested Electives

†Food and Beverage Control (<i>Hotel Accounting</i> 184)	3
†Problems in Hotel Analysis (<i>Hotel Accounting</i> 189)	2
†Problems in Hotel Analysis (<i>Hotel Accounting</i> 289)	2 or 3
†Payroll Management (<i>Hotel Accounting</i> 285)	2
†Internal Control (<i>Hotel Accounting</i> 286)	2
†Accounting Machines in Hotels (<i>Hotel Accounting</i> 288)	1
†Research and Techniques in Personnel Administration (<i>Hotel Administration</i> 216)	3
†Seminar in Personnel Administration (<i>Hotel Administration</i> 219)	3
†Shorthand Theory (<i>Hotel Administration</i> 131)	4
†Elementary Secretarial Typewriting (<i>Hotel Administration</i> 132)	2
†Secretarial Procedures (<i>Hotel Administration</i> 138)	6
†Seminar in Hotel Administration (<i>Hotel Administration</i> 153)	2, 3, or 4
†Law as Related to Innkeeping (<i>Hotel Administration</i> 172)	2
†Law of Business: Contracts, Bailments, and Agency (<i>Hotel Administration</i> 272)	2
†Law of Business: Partnerships and Corporations (<i>Hotel Administration</i> 274)	2
†Hotel Planning (<i>Hotel Engineering</i> 265)	3
†Refrigeration (<i>Hotel Engineering</i> 267)	3
†Economic Fruits of the World (<i>Pomology</i> 121)	3
†Handling Vegetable Crops (<i>Vegetable Crops</i> 112)	4
†Meat Cutting (<i>Animal Husbandry</i> 93)	1
†Meat Judging (<i>Animal Husbandry</i> 94)	1
Prices (<i>Agricultural Economics</i> 115)	3
Taxation (<i>Agricultural Economics</i> 138)	3
Private Enterprise and Public Policy (<i>Economics</i> 321)	3
Public Regulation of Business (<i>Economics</i> 322)	3
The Corporation (<i>Industrial and Labor Relations</i> 240)	3
Economics of Wages and Employment (<i>Industrial and Labor Relations</i> 340) ..	3
Economic and Business History (<i>Business and Public Administration</i> 120 and 121)	6
Transportation (Business and Public Administration 180 and 181)	6
Labor Conditions and Problems (<i>Economics</i> 401)	3
Trade Unionism and Collective Bargaining (<i>Economics</i> 402)	3
International Economics (<i>Economics</i> 701-702)	6

HOTEL ELECTIVES

Computation (<i>Hotel Accounting</i> 89)	2
Auditing (<i>Hotel Accounting</i> 183)	3
Food and Beverage Control (<i>Hotel Accounting</i> 184)	3
Hotel Accounting Problems (<i>Hotel Accounting</i> 185)	2
Interpretation of Hotel Financial Statements (<i>Hotel Accounting</i> 186)	2
Tax Computation (<i>Hotel Accounting</i> 187)	2
Front Office Procedure (<i>Hotel Accounting</i> 188)	1

† Hotel elective. Twenty-four hours of courses so marked are to be taken.

Problems in Hotel Analysis (<i>Hotel Accounting</i> 189)	2
Problems in Hotel Analysis (<i>Hotel Accounting</i> 289)	2 or 3
Payroll Management (<i>Hotel Accounting</i> 285)	2
Internal Control (<i>Hotel Accounting</i> 286)	2
Tax Accounting for Hotels (<i>Hotel Accounting</i> 287)	2
Accounting Machines in Hotels (<i>Hotel Accounting</i> 288)	1
Business Psychology (<i>Hotel Administration</i> 115)	3
Personnel Administration (<i>Hotel Administration</i> 119)	3
Research and Techniques in Personnel Administration (<i>Hotel Administration</i> 219)	3
Seminar in Personnel Administration (<i>Hotel Administration</i> 219)	3
Typewriting (<i>Hotel Administration</i> 37)	2
Shorthand Theory (<i>Hotel Administration</i> 131)	4
Elementary Secretarial Typewriting (<i>Hotel Administration</i> 132)	2
Secretarial Procedures (<i>Hotel Administration</i> 138)	6
Business Writing (<i>Hotel Administration</i> 238)	3
Seminar in Hotel Administration (<i>Hotel Administration</i> 153)	2, 3, or 4
Lectures on Hotel Management (<i>Hotel Administration</i> 155)	1
Law as Related to Innkeeping (<i>Hotel Administration</i> 172)	2
Law of Business: Contracts, Bailments, and Agency (<i>Hotel Administration</i> 272)	2
Law of Business: Partnerships and Corporations (<i>Hotel Administration</i> 274)	2
Resort Management (<i>Hotel Administration</i> 113)	2
Hotel Public Relations (<i>Hotel Administration</i> 176)	1
Hotel Promotion (<i>Hotel Administration</i> 178)	1
Hotel Advertising (<i>Hotel Administration</i> 179)	1
Sales Promotion (<i>Hotel Administration</i> 278)	1
General Survey of Real Estate (<i>Hotel Administration</i> 191)	2
Fundamentals of Real-Estate Management (<i>Hotel Administration</i> 192)	2
Fire and Inland Marine Insurance (<i>Hotel Administration</i> 196)	3
Liability, Compensation, and Casualty Insurance (<i>Hotel Administration</i> 197)	3
Laundry Management (<i>Hotel Administration</i> 268)	2
Special Hotel Equipment (<i>Hotel Engineering</i> 261)	3
Water Systems (<i>Hotel Engineering</i> 262)	3
Steam Heating (<i>Hotel Engineering</i> 263)	3
Electrical Equipment (<i>Hotel Engineering</i> 264)	3
Hotel Planning (<i>Hotel Engineering</i> 265)	3
Hotel Structures and Maintenance (<i>Hotel Engineering</i> 266)	3
Refrigeration (<i>Hotel Engineering</i> 267)	3
Hotel Stewarding (<i>Hotel Administration</i> 118)	2
Food Selection and Purchase for the Institution (<i>Institution Management</i> 220)	3
Catering (<i>Institution Management</i> 310)	3
Quantity Food Preparation and Catering, Advanced Course (<i>Institution Management</i> 330)	5
Hotel Menu Planning (<i>Hotel Administration</i> 124)	1
Nutrition and Health (<i>Food and Nutrition</i> 190)	2
General Bacteriology (<i>Bacteriology</i> 1)	6
Household Bacteriology (<i>Bacteriology</i> 4)	3
Human Physiology (<i>Physiology</i> 303)	3
Economic Fruits of the World (<i>Pomology</i> 121)	3

† Hotel elective. Twenty-four hours of courses so marked are to be taken.

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Handling Vegetable Crops (<i>Vegetable Crops</i> 112)	4
Meat Cutting (<i>Animal Husbandry</i> 93)	1
Meat Judging (<i>Animal Husbandry</i> 94)	1
Hotel Furnishing and Decorating (<i>Housing and Design</i> 130)	2
Hotel Textiles (<i>Textiles</i> 140)	2
Hotel Housekeeping (<i>Textiles</i> 140a)	1
Modern language, according to preparation	6

SUGGESTED PROGRAM FOR PROSPECTIVE RESTAURATEURS THE FRESHMAN YEAR

	<i>Credit Hours</i>
Food Preparation (<i>Food and Nutrition</i> 120)	3
Food Preparation (<i>Food and Nutrition</i> 220)	3
Accounting (<i>Hotel Accounting</i> 81 and 82)	8
Introductory Course in Reading and Writing (<i>English</i> 111 and 112)	6
Mechanical Drawing (<i>Hotel Engineering</i> 260)	3
Psychology (<i>Hotel Administration</i> 114)	3
Typewriting (<i>Hotel Administration</i> 37)	2
Orientation (<i>Hotel Administration</i> 100)	2
	<hr/> 30

THE SOPHOMORE YEAR

Chemistry and Its Application to Food Preparation (<i>Food and Nutrition</i> 214 and 215)	10
Modern Economic Society (<i>Economics</i> 101)	5
Special Hotel Equipment (<i>Hotel Engineering</i> 261)	3
Water Systems (<i>Hotel Engineering</i> 262)	3
Hotel Accounting (<i>Hotel Accounting</i> 181 and 182)	8
Sales Promotion (<i>Hotel Administration</i> 278)	1
	<hr/> 30

THE JUNIOR YEAR

Hotel Menu Planning (<i>Hotel Administration</i> 124)	1
Quantity-Food Preparation (<i>Institution Management</i> 200)	3
Food and Beverage Control (<i>Hotel Administration</i> 184)	3
Meat and Meat Products (<i>Animal Husbandry</i> 91)	2
Grading and Handling Vegetable Crops (<i>Vegetable Crops</i> 112)	4
Electrical Equipment (<i>Hotel Engineering</i> 264)	3
Refrigeration (<i>Hotel Engineering</i> 267)	3
Law of Business (<i>Hotel Administration</i> 171)	3
Law of Business: Contracts, Bailments, Agency (<i>Hotel Administration</i> 272)	2
Corporation Finance (<i>Economics</i> 311)	3
Public Speaking (<i>Speech and Drama</i> 101)	3
	<hr/> 30

THE SENIOR YEAR

Catering (<i>Institution Management</i> 310)	3
Hotel Cuisine (<i>Hotel Administration</i> 202)	4
Hotel Stewarding (<i>Hotel Administration</i> 118)	3
Meat Cutting (<i>Animal Husbandry</i> 93)	1
Meat Judging (<i>Animal Husbandry</i> 94)	1
Nutrition and Health (<i>Food and Nutrition</i> 190)	2
Fundamentals of Real-Estate Management (<i>Hotel Administration</i> 192)	2
Fire and Inland Marine Insurance (<i>Hotel Administration</i> 196)	3
Law of Business: Partnerships and Corporations (<i>Hotel Administration</i> 274)	2
Personnel Administration (<i>Hotel Administration</i> 119)	3
Hotel Furnishing and Decorating (<i>Housing and Design</i> 130)	2
Business Writing (<i>Hotel Administration</i> 238)	3
Hotel Advertising (<i>Hotel Administration</i> 179)	1
	<hr/> 30

CERTIFIED PUBLIC ACCOUNTING

Graduates who expect to go into hotel and restaurant accounting and who expect eventually to become candidates for admission to the examination for a certificate as a certified public accountant in the State of New York will be certified by the School of Hotel Administration to the State Education Department as having completed the course of study approved by the Education Department if they have included in their programs the following:

1. In Accounting

Enough of the following courses to total twenty-four hours:

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
4	Accounting	(Hotel Accounting 81)
4	Hotel Accounting	(Hotel Accounting 82)
4	Hotel Accounting	(Hotel Accounting 181)
4	Intermediate Accounting	(Hotel Accounting 182)
3	Auditing	(Hotel Accounting 183)
3	Food and Beverage Control	(Hotel Accounting 184)
2	Hotel Accounting Problems	(Hotel Accounting 185)
2	Tax Accounting for Hotels	(Hotel Accounting 287)
3	Advanced Accounting	(Hotel Accounting 282)
3	Accounting Practice	(Hotel Accounting 283)
3	Cost Accounting	(Administrative Engineering 3248)

2. In Business Law

Enough of the following to total eight hours:

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Law of Business	(Hotel Administration 171)
2	Law as Related to Innkeeping	(Hotel Administration 172)
3	Fire and Inland Marine Insurance	(Hotel Administration 196)
3	Liability, Compensation, and Casualty Insurance	(Hotel Administration 197)
2	Law of Business: Contracts, Bailments, and Agency	(Hotel Administration 272)
2	Law of Business: Partnerships and Corporations	(Hotel Administration 274)

3. In Finance

Enough of the following to total eight hours:

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Corporation Finance	(Economics 311)
2	Interpretation of Hotel Financial Statements	(Hotel Accounting 186)
3	Money, Currency, and Banking	(Economics 203)
3	Public Finance	(Agricultural Economics 138)

4. In Economics

<i>Credit hours</i>	<i>Subject</i>	<i>Catalogue number</i>
3	Modern Economic Society	(Economics 105)
3	Modern Economic Society	(Economics 106)

5. *In Liberal Arts* (48 semester hours required).

English composition, literature, history, government, sociology, psychology, philosophy, languages, mathematics, and science.

6. *Other Business Subjects* (14 semester hours required).7. *Other Electives* (12 semester hours required).

Grand total: 120 semester hours, exclusive of physical education, hygiene, and religion.

PRACTICE REQUIREMENT

To meet the practice requirement, each student must complete *before the last term of residence* three summer periods (or their equivalent) of supervised employment on approved jobs in approved hotels or restaurants. For purposes of administration this requirement is also stated as *the completion, before the last term of residence, of at least sixty points of practice credit, where the point of credit is so defined that the normal summer's work of about ten weeks, with all the required* notices, reports, and other supervision, counts for twenty points.* For exceptionally good types of experience, good workmanship, and excellent reports, excess credit is given; while for poor experience, poor workmanship, or poor or tardy reports, less than normal credit is allowed.

Credit for hotel experience is estimated on the basis of reports filed by the students, by the School's coordinator, and by the employers. A limited amount of credit (up to forty-five points) may be earned before entering college. Therefore, students who expect to be employed in hotel work before entering Cornell University and who wish to count that work against the practice requirement should apply before beginning work or as soon thereafter as possible to the Committee on Practice for instructions. Not more than forty-five points of practice credit may be earned in any one hotel. Applications for practice credit must be made at the time of registration. No credit will be allowed for prior experience not reported at the time of registration.

Each student enrolled in the School is expected to spend his summer vacation periods at approved work, and failure to do so without the express permission of the Committee on Practice renders him liable to dismissal or discipline. Plans for the summer should be made definite only after a study of the practice instructions and consultation with the chairman of the Committee. Formal application for credit must be filed on or before the first day of classes following the completion of the period of experience.

Since hotel experience is a prerequisite for most of the special hotel courses, it is distinctly to the student's advantage to satisfy the practice requirement early in his career. Attention is called especially to the fact that the practice requirement must be satisfied before the beginning of the last term of residence. Students are not permitted to complete their academic work prior to the completion of their practice.

Since cadets in the Army Reserve Officers Training Corps are expected to spend six weeks in camp during the summer before their senior year, it is especially desirable that hotel students who plan to join the Corps and to elect the advanced courses in military science and tactics make every effort to expedite their practice work early. By working the full

* As set forth in the Practice Instructions supplied on request.

vacation periods of thirteen weeks and by filing extra reports it is possible to satisfy the practice requirements and to attend the final summer training camp.

Similarly students enrolled in the Navy Reserve Officers Training Corps who must make summer cruises should anticipate the practice requirements as much as possible.

Although the supervised practice is an essential part of the student's program, the School does not guarantee summer positions. Through the School's numerous contacts with the hotel and restaurant industry, a considerable number of openings are available for students of high promise. Other students are assisted in finding work, and, ordinarily, persons of reasonable ability should have no difficulty in making arrangements.

Some hotels and restaurant organizations (among them the American Hotel Corporation, Hotels Statler, Inc., and Stouffer's Restaurants) make a point of providing experience opportunities for Cornell students, setting up special apprenticeship arrangements with rotated experience for them.

The type of experience for which practice credit is given is illustrated by jobs previously held by hotel students:

Night Auditor, Adirondack Inn, Sacandaga Park, New York
 Pantry Assistant, Terrace Gables Hotel, Falmouth Heights, Massachusetts
 Assistant Credit Manager, Hotel New Yorker, New York City
 Cook, Monticello Hotel, Alexandria Bay, New York
 Counter Man, Morrison's Cafeteria, West Palm Beach, Florida
 Apprentice Chef, Hotel Cleveland, Cleveland, Ohio
 Kitchen Helper, Lake Placid Club, Essex County, New York
 Storeroom Clerk, New Washington Hotel, Seattle, Washington
 Administrative Intern, Princeton Hospital, Princeton, New Jersey
 Waiter Captain, Hotel Syracuse, Syracuse, New York
 Receiving Clerk, Saturn Club, Buffalo, New York
 Assistant Steward, Sea View Hotel, Miami Beach, Florida
 Food and Beverage Checker, Atlantic Beach Club, Atlantic Beach, L.I., New York
 Food Cost Analyst, Hotel Somerset, Boston, Massachusetts
 Assistant Manager, Cedar Lodge, Northport Point, Michigan
 Roast Chef, Essex and Sussex Hotel, Spring Lake, New Jersey
 Elevator Operator, Hotel Roosevelt, New York City
 Bellman, Hotel Georgia, Santa Monica, California
 Steward, Rockefeller Center Restaurants, New York City
 Mail and Key Clerk, Hotel Utica, Utica, New York
 Manager, Ratysch Restaurant, Milwaukee, Wisconsin
 Stock Clerk, Hotel Floridan, Tampa, Florida
 Breakfast Cook, Hotel Fieldson, Swan Lake, New York
 Front Office Clerk, Hendrick Hudson Hotel, Troy, New York
 Steward, Delta Yacht Club, Rome, New York
 Waitress, Sharon Inn, Sharon, Connecticut
 Trainee, Stouffer's Restaurant, Detroit, Michigan
 Clerk, Hotel Baranof, Juneau, Alaska

Cashier, Buckhill Falls Inn, Buckhill Falls, Pennsylvania
Steward, New York Central Railroad, Buffalo, New York
Assistant Manager, Turnpike Tea Room, Manchester, New Hampshire
Trainee, Hotel Statler, Boston, Massachusetts
Salad Man, Novak's Town Terrace, Brookline, Massachusetts
Assistant Manager, St. Regis Paper Company Cafeteria, Pensacola, Florida
Short Order Cook, Star Restaurant, Hancock, New York
Room Clerk, Lakeland Park Motor Court, Mississippi City, Mississippi
Assistant Bookkeeper, Ardsley Country Club, Ardsley-on-Hudson, New York
Switchboard Operator, Higby Club, Big Moose, New York
Manager, Johnson Manor Motor Court, Jacksonville, Florida
Assistant Manager, Association Island Camps, Henderson Harbor, New York
Chef, Oconomowoc Lake Club, Oconomowoc, Wisconsin
Assistant Wine Steward, "21 Club," New York City
Engineer, Hotel Ithaca, Ithaca, New York
Cruise Director, Alcoa Steamship Company, New York City
Desk Clerk, Royal Edward Hotel, Fort Williams, Ontario, Canada
Food Controller, Hotel Statler, Buffalo, New York
Manager, Fred Waring Camp, Shawnee-on-Delaware, Pennsylvania
Auditor, Longshore Country Club, Westport, Connecticut
Cashier, Bigwin Inn, Muskoka, Ontario, Canada
Housekeeper, Association Island Camps, Henderson Harbor, New York
Trainee, Palmer House, Chicago, Illinois
Room Clerk, Waldorf-Astoria, New York City
Assistant Manager, Griswold Hotel, Groton, Connecticut
Waitress, Balfour Lake Lodge, Minerva, New York
Bellman, Hotel Morrison, Chicago, Illinois
Assistant Manager, Gallatin Gateway Inn, Gallatin Gateway, Montana
Junior Accountant, W. L. Bradley & Co., Buffalo, New York
Commissary Director, Camp Glen Gray, Oakland, New Jersey
Purser, Calmar Steamship Corporation, New York City
Manager, Hotel Canawacta, Susquehanna, Pennsylvania

Expenses

A DETAILED statement regarding fees and expenses will be found in the *General Information* booklet which will be sent to all applicants. The chief items are briefly referred to here.

Each term the student becomes liable on registration for the following:

*Tuition	\$300.00
Laboratory fees	15.00
Infirmary fee	15.00
University Administration fee	14.00
Willard Straight Hall membership fee	6.00
Physical recreation fee	5.00
Student activities fee	1.00
	<hr/>
	\$356.00

The University's administration fee covers the use of the University's general facilities such as the library and also covers laboratory fees in courses outside the School. The Willard Straight Hall membership fee entitles the student to share in the common privileges afforded by the operation of the student union, Willard Straight Hall. Regarding the infirmary fee, see "Health Services and Medical Care" below. The physical recreation fee entitles the student to use of the University playing fields and athletic equipment.

For information regarding other fees, nonrecurring, regarding the time and method of payment, and regarding the automobile parking fees and regulations, the reader is referred to the University's booklet, *General Information*.

HEALTH SERVICES AND MEDICAL CARE

These services are centered in the University Clinic or out-patient department and in the Cornell Infirmary or hospital. Students are entitled to unlimited visits at the Clinic; laboratory and X-ray examinations indicated for diagnosis and treatment; hospitalization in the Infirmary with medical care for a maximum of fourteen days each term and emergency surgical care. The cost for these services is included in the College and University general fee. For further details, including charges for special services, see the *General Information* booklet.

* Any tuition or other fee may be changed by the Board of Trustees to take effect at any time without previous notice.

SELF-SUPPORT

A study of student budgets suggests that \$1600 a year is necessary for the student who meets all his expenses in cash. This is to be considered a minimum. For comfortable living, more is required. Clothing, transportation, and fraternity dues are not included.

The student who wishes to be partially self-supporting can, however, ordinarily earn his room or his meals, reducing the school-year budget to \$850 or \$1,000. Many earn more, but the sacrifice in time and energy, the drain on classroom work, especially the first year, is heavy for any but the more capable students. Savings from summer earnings can usually be counted on for from \$200 to \$400.

Scholarships

THE following scholarships are available for students in the School of Hotel Administration. They are awarded, on application, to students in need of financial aid, and who, in respect to superior character, interest, and scholarship, give evidence of being worthy recipients. The scholarships are payable in two installments, and, when awarded for the school year, their continuance in the second semester is contingent upon good behavior and performance.

As the number of candidates for scholarship assistance is large, the scholarships are frequently divided, and customarily the awards go rather to upperclassmen who have proved their merit in the classroom and while on hotel practice than to freshmen or other new students.

The Horwath and Horwath Scholarship, founded by the accounting firm of Horwath and Horwath of New York City, entitles the holder to \$300 for the year and recognizes particularly scholarship in the field of accounting.

The Union News Company Scholarship, established in 1927 as the Savarins Scholarship, is maintained under its new name by an annual grant of \$200 from the Union News Company, successors to The Savarins, Inc.

The New Jersey State Hotel Association Scholarship, supported by annual grant from the New Jersey State Hotel Association, entitles the holder to \$400 for the year. In the award, preference is given to residents of New Jersey.

The Pennsylvania Hotels Association Scholarship, established in 1933, entitles the holder to \$100 a year. In the award, preference is given to residents of Pennsylvania.

The Harris, Kerr, Forster & Company Scholarship, established by the firm of accountants of that name, is supported by an annual grant of \$200, and is awarded to worthy students of promise in the accounting field.

The Needham and Grohmann Scholarship, established in 1933 by the advertising agency of that name, entitles the holder to \$200 a year, and recognizes particularly scholarship in the field of hotel advertising.

The Hotel Ezra Cornell Fund was established in 1935 by a donation from the profits of the 1935 Hotel Ezra Cornell. The principal or income may be used for scholarship or loan assistance.

The A. E. Stouffer Scholarship, established by The Stouffer Corporation, operators of the Stouffer Restaurants in Cleveland, Detroit, Philadelphia, Pittsburgh, New York, and Chicago, entitles the holder to the income available from the A. E. Stouffer Scholarship Fund and recognizes particularly scholarship in subjects related to the restaurant department.

The American Hotel Association Scholarship, established by that association, is supported by an annual grant of \$300.

The New York State Hotel Association Scholarship, supported by subscriptions from members of that association, provides stipends of varying amounts. In the award preference is given to residents of New York State.

The Partridge Club Scholarship, established by the Partridge Club of New York, Inc., is supported by an annual grant of \$600 a year. The award is open to a needy student, a citizen of the United States, and a resident of metropolitan New York.

The Hotel Red Book Scholarship, established by that publication, is supported by an annual grant of \$300.

The Thomas L. Bland Scholarship, consisting of the income available from a bequest of \$10,000, is given to a "deserving and needful person," preference being given, all things else being nearly equal, to residents of the late Mr. Bland's native state of North Carolina.

The F. & M. Schaefer Scholarship, in the award of which preference will be given, where equitable, to students from the metropolitan New York area, entitles the holder to the income available from the F. & M. Schaefer Scholarship fund of \$12,500.

The Ralph Hitz Memorial Scholarship is supported by an endowment of \$10,000 contributed by his friends to honor the memory of the late Ralph Hitz, founder of the National Hotel Management Company.

The Herbert L. Grimm Memorial Scholarship consists of the income from an endowment of approximately \$3,000 contributed by the friends of the late Mr. Grimm through the Pennsylvania Hotels Association, of which he was for many years an active member.

The Schlitz Scholarships, supported by an annual donation of \$10,500 from the Joseph Schlitz Brewing Company of Milwaukee, consist of annual grants of \$1500 a year.

The Albert Pick, Jr., Scholarship is supported by an annual donation

of \$400 from Mr. Pick, president of the Pick Hotels Corporation, Chicago, Illinois.

The Boss Hotels Scholarship is supported by an annual grant of \$200 by Edward A. Boss, owner of the Boss Hotels in Iowa, Nebraska, Illinois, and Wisconsin.

The Howard Dayton Hotels Scholarship is supported by an annual grant of \$100 from Howard L. Dayton, Albany, Georgia, of the class of '28.

The Barney L. Allis Scholarship is supported by an annual grant of \$100 donated by Barney L. Allis, president of the Hotel Muehlbach, Kansas City, Missouri.

The Koehl, Landis, and Landan Scholarship is supported by an annual grant of \$150 donated by the advertising firm of that name.

The Cornell Society of Hotelmen Scholarship is supported by an annual grant of \$200 from that society.

The Sol Amster Scholarship is supported by an annual grant of \$100 from Sol Amster, proprietor of Balfour Lake Lodge, Minerva, New York.

The Ohio Hotels Association Scholarship entitles the holder to \$250 a year, in the award, preference is given to residents of Ohio.

The Duncan Hines Foundation Scholarships. The trustees of the Duncan Hines Foundation make an annual donation of \$1,250 for scholarships for the benefit of students "engaged in special studies in foods, food values, dietetics, culinary arts, and similar subjects."

Another scholarship of \$100 is supported by an anonymous donor.

The Hotel Management Scholarship in Memory of J. O. Dahl, an annual grant of \$200, was established by the publication *Hotel Management* in 1947 on the occasion of the joint 25th anniversary of that publication and the School of Hotel Administration.

The John Sherry Scholarship was established in recognition of Mr. Sherry's many years of volunteer service on the faculty.

The Henry Hudson Hotel, New York City, John Paul Stack, manager, has authorized an annual grant of \$100 to be awarded as a scholarship to one or more hotel students, preference being given to those Cornell hotelmen who are employed during the summer at the Henry Hudson Hotel.

The Cornell Hotel Association makes an annual donation of \$100 to support a scholarship in the name of that association.

Fred A. Simonsen, president of Greenfield's, Detroit, makes an annual donation of \$500 for a scholarship in his name to be granted to persons interested in restaurant administration.

The Frank A. McKowne Scholarship in the amount of \$500 a year was established by the School in memory of Mr. McKowne's many years of service as chairman of the Committee on Education of the American Hotel Association and as trustee of the Statler Foundation.

The Hotel Association of New York City Memorial Scholarships, established by that association as memorials to its deceased members, are of \$500 a year each and are supported by annual grants of \$1,000. The awards are open to needy and worthy students from the area of metropolitan New York. Preference is given to children of hotel workers.

The Anheuser Busch Scholarships, supported by an annual donation of \$1,500 from Anheuser Busch, Inc., of St. Louis, consist of annual grants of \$500 a year.

The Taylor Scholarship Foundation, Charles Taylor, president, awards "all-expense" scholarships to selected students of Greek descent. Details are obtainable from the Foundation at 50 Central Park South, New York 19, New York.

The Boston Stewards, a branch of the International Stewards and Caterers Association, donates up to \$400 a year for the assistance of students from the Boston metropolitan area.

In addition to the scholarships named above, the School has funds in the total amount of \$9,000 for grants-in-aid to deserving and meritorious applicants. Hotel students are further eligible for the general University scholarships described in the University's booklet, *Scholarships and Grants-in-Aid*. These include the Cornell National Scholarships, carrying a value up to \$1,100 a year, the University Undergraduate Scholarships, ranging from \$200 to \$400, and the State of New York Scholarships, ranging from \$200 to \$350, open to New York State residents.

Prize: The New York State Society of Certified Public Accountants offers a prize of \$25 and a certificate to the outstanding student in accounting.

ASSISTANTSHIPS

Upperclass students, ranking high in scholarship, are eligible for appointment as student assistants. These positions carry an annual stipend of from \$500 to \$650 and represent excellent experience opportunities.

LOANS

Loans to promising students in need of assistance have been made possible by many gifts to the University. It is a general policy to grant such loans only to students who have completed at least two terms at Cornell.

The student in need of assistance should apply first to Director H. B. Meek, School of Hotel Administration. He may also apply for aid from one of the general loan funds through the Office of the Dean of Men and Dean of Women. (See the booklet, *Scholarships and Grants-in-Aid*.)

The Cornell Society of Hotelmen, the organization of the graduates of Hotel Administration, has a loan fund to aid worthy students of hotel administration who need temporary financial assistance. Application may be made through the secretary of the Society, Associate Professor John Courtney, 423 Statler Hall.

Ye Hosts, recognition society of the School of Hotel Administration, also has established a loan fund for students in need of temporary financial assistance.

SUMMER SHORT COURSES

To meet the needs of those who are actively engaged in hotel work but who may be able to spend a week or more in study, the School of Hotel Administration offers a series of short unit courses during the summer. One, two, or three weeks in length, they cover such topics as Hotel Operation, Hotel Promotion, Personnel Methods, Quantity Food Preparation, Hotel Stewarding, Menu Planning, Hotel Accounting, Food Control, Interpretation of Hotel Statements, Hotel Engineering and Maintenance, Hotel Housekeeping, and Hospital Operation.

Detailed information will be furnished on request.

CORNELL UNIVERSITY OFFICIAL PUBLICATION

The issues of this publication are designed to give prospective students and other persons information about Cornell University. No charge is made for them.

The prospective student should have a copy of *General Information* and a copy of one or more of the following Announcements:

Graduate School, Medical College, Cornell University-New York Hospital School of Nursing, Law School, College of Arts and Sciences, College of Architecture, College of Engineering, School of Business and Public Administration, New York State College of Agriculture, Two-Year and One-Year Courses in Agriculture, Farm Study Courses, New York State School of Industrial and Labor Relations, New York State College of Home Economics, School of Hotel Administration, New York State Veterinary College, School of Nutrition, School of Education, Independent Departments, Summer Session, Annual Report of the President.

Also available are a *Directory of Staff* (25 cents, postpaid), a *Directory of Students* (35 cents, postpaid), and *A Book of Pictures* (50 cents, postpaid).

Correspondence regarding these publications should be addressed to

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